

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082163
Vendor Name: Amazon.com LLC
Invoice Number: 744854558667
Invoice Date: 11/30/20
PO Number: B0371525
Check Number: 0275652
Check Amount: \$ 831.33
Check Date: 01/12/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0656562
Redaction Type: None
Document Type: AP Invoice

Document Below

From: millerl@cod.edu
Sent: Wed Dec 09 09:03:40 CST 2020
To: invoicing@cod.edu
CC:
Subject: BO # 371525 Amazon Invoice # 744854558667

Larisa Miller

Supervisor – Acquisitions
College of DuPage Library
425 Fawell Blvd.
SRC 2034
Glen Ellyn, IL 60137
630.942.3664 (v)
630.942-4646 (f)
millerl@cod.edu



PAYMENTS ADDRESS
SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

Invoice # : 744854558667 YST
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

For Inquiries, call at :
866-634-8381

12-9-20 BO # 371525

Trans #: 48044695 P.O.#/Job Name: 371525
Sale Date: 11/30/2020 Store: 0001
Due Date: 02/06/2021 Buyer Name:

SKU	Description	Qty	Unit	Price	Ex Price
1937832821	Return to Orchard Canyon	1	EA	\$20.72	\$20.72
1368042376	The Fire Keeper (A Storm Runne	1	EA	\$7.99	\$7.99
1368022839	Sal and Gabi Fix the Universe	1	EA	\$13.49	\$13.49
1368024661	Race to the Sun	1	EA	\$11.5	\$11.5
1368049176	Book Carling and the River	1	EA	\$13.47	\$13.47
1250250463	Cemetery Boys	1	EA	\$15.99	\$15.99
1368012384	Tristan from Destroy the V	1	EA	\$12.59	\$12.59
0525954988	The Evening and the Morning	1	EA	\$21.6	\$21.6
1368013856	Aru Shah and the Tree of Wishe	1	EA	\$11.89	\$11.89
1733382097	A Better Life for Half the Pri	1	EA	\$21.95	\$21.95
1368052770	The Shadow Crosser (A Storm Ru	1	EA	\$11.89	\$11.89
B08L4FL9N6	Chicago Protests: A Joyful Rev	1	EA	\$17	\$17
0593199308	Battle Ground (Dresden Files)	1	EA	\$16.8	\$16.8
	SALES TAX	1	EA	\$0	\$0
	ALTERNATE TENDER	1	EA	\$-14.96	\$-14.96

Subtotal: \$181.92

Tax: 0

Total Invoice: \$181.92 LLM

INVOICE REVIEWED
OKAY TO PAY
JULIE TAYLOR 12/09/20

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082163
Vendor Name: Amazon.com LLC
Invoice Number: 467835759965
Invoice Date: 12/09/20
PO Number: B0371525
Check Number: 0275652
Check Amount: \$ 831.33
Check Date: 01/12/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0656704
Redaction Type: None
Document Type: AP Invoice

Document Below

From: millerl@cod.edu
Sent: Fri Dec 11 07:07:57 CST 2020
To: invoicing@cod.edu
CC:
Subject: BO # 371525 Amazon Invoice # 467835759965

Larisa Miller

Supervisor – Acquisitions
College of DuPage Library
425 Fawell Blvd.
SRC 2034
Glen Ellyn, IL 60137
630.942.3664 (v)
630.942-4646 (f)
millerl@cod.edu



PAYMENTS ADDRESS

SYNCB/AMAZON
P.O.BOX 5309
ATLANTA, GA 30353-0958

12-11-20 BO # 371525

Invoice # : 467835759965 VJK

Account Number : xxxxxx9203

Company Name : COPIES OF THE AGE LIBRARY

Address : ATIN LAMIA MULLER

425 FAWELL BLVD

GLEN ELLYN, IL, 60137

For Inquiries, call at :
866-634-8381

Trans #: 48084077

P.O.#/Job Name: 371525

Sale Date: 12/09/2020

Store: 0013

Due Date: 02/08/2021

Buyer Name:

**INVOICE REVIEWED
OKAY TO PAY
JULIE TAYLOR 12/11/20**

SKU	Description	Qty	Unit	Price	Ex Price
MISC	SHIPPING AND TAX	1	EA	\$3.99	\$3.99
	SALES TAX	1	EA	\$0	\$0
0691152829	The Universe in Zero Words: Th	1	EA	\$11.99	\$11.99

Subtotal: \$15.98

Tax: 0

Total Invoice: \$15.98 LLM

**APPROVED
12/11/20 - JENNIFER MCINTOSH**

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082163
Vendor Name: Amazon.com LLC
Invoice Number: 446946736894
Invoice Date: 12/07/20
PO Number: B0371525
Check Number: 0275652
Check Amount: \$ 831.33
Check Date: 01/12/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0656705
Redaction Type: None
Document Type: AP Invoice

Document Below

From: millerl@cod.edu
Sent: Fri Dec 11 07:07:34 CST 2020
To: invoicing@cod.edu
CC:
Subject: BO # 371525 Amazon Invoice # 446946736894

Larisa Miller

Supervisor – Acquisitions
College of DuPage Library
425 Fawell Blvd.
SRC 2034
Glen Ellyn, IL 60137
630.942.3664 (v)
630.942-4646 (f)
millerl@cod.edu

**PAYMENTS ADDRESS**

SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

12-11-20 BO # 371525

For Inquiries, call at :
866-634-8381

Invoice # : 446946736894 MS5
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 48083890 **P.O.#/Job Name:** 371525
Sale Date: 12/07/2020 **Store:** 0001
Due Date: 02/08/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1604698802	lw?gara: American Indian Ethno	1	EA	\$25.11	\$25.11
0593139135	Greenlights	1	EA	\$13.98	\$13.98
1492691631	The Book Woman of Troublesome	1	EA	\$19.59	\$19.59
1350055786	City Poems and American Urban	1	EA	\$14.5	\$14.5
198481835X	The Book of Two Ways. A Novel	1	EA	\$14.49	\$14.49
1616209151	His Only Wife	1	EA	\$17.62	\$17.62
1542043042	That Wild Country: An Epic Jou	1	EA	\$13.59	\$13.59
	ALTERNATE TENDER	1	EA	\$-8.66	\$-8.66
	SALES TAX	1	EA	\$0	\$0

Subtotal: \$110.22
Tax: 0
Total Invoice: \$110.22 LLM

INVOICE REVIEWED
OKAY TO PAY
JULIE TAYLOR 12/11/20

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082163
Vendor Name: Amazon.com LLC
Invoice Number: 468859583495
Invoice Date: 12/09/20
PO Number: B0371525
Check Number: 0275652
Check Amount: \$ 831.33
Check Date: 01/12/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0657172
Redaction Type: None
Document Type: AP Invoice

Document Below

From: millerl@cod.edu
Sent: Fri Dec 18 10:23:13 CST 2020
To: invoicing@cod.edu
CC:
Subject: BO # 371575 Amazon Invoice # 468859583495

Larisa Miller

Supervisor – Acquisitions
College of DuPage Library
425 Fawell Blvd.
SRC 2034
Glen Ellyn, IL 60137
630.942.3664 (v)
630.942-4646 (f)
millerl@cod.edu



PAYMENTS ADDRESS
SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

12-18-20 BO # 371585

Invoice # : 468859583495 WHR
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

For Inquiries, call at :
866-634-8381

Trans #: 48196081 **P.O.#/Job Name:** 371525
Sale Date: 12/09/2020 **Store:** 0001
Due Date: 02/15/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
022624203X	Daguerreotypes: Fugitive Subje	1	EA	\$31.67	\$31.67
1771644737	Birdsong	1	EA	\$13.79	\$13.79
0190272538	Mass Incarceration (Keynotes C	1	EA	\$21.95	\$21.95
	SALES TAX	1	EA	\$0	\$0

Subtotal: \$67.41
Tax: 0
Total Invoice: \$67.41
LLM

APPROVED
12/22/20 - JENNIFER MCINTOSH

INVOICE REVIEWED
OKAY TO PAY
JULIE TAYLOR 12/18/20

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082163
Vendor Name: Amazon.com LLC
Invoice Number: 759339733473
Invoice Date: 12/17/20
PO Number: B0371525
Check Number: 0275652
Check Amount: \$ 831.33
Check Date: 01/12/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0657823
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Miller, Larisa <millerl@cod.edu>
Sent: Thu Jan 07 15:30:19 CST 2021
To: invoicing@cod.edu
CC:
Subject: BO # 371525 Amazon Invoice 759339733473

Larisa Miller

Supervisor – Acquisitions
College of DuPage Library
425 Fawell Blvd.
SRC 2034
Glen Ellyn, IL 60137
630.942.3664 (v)
630.942-4646 (f)
millerl@cod.edu

[attachment: amazon 759339733473.pdf]

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]



PAYMENTS ADDRESS
SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

1-7-21
BO # 371525

Invoice # : 759339733473 2J7
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

For Inquiries, call at :
866-634-8381

Trans #: 48249261 P.O.#/Job Name: 371525
Sale Date: 12/17/2020 Store: 0001

Due Date: 02/19/2021 Buyer Name:

APPROVED

SKU	Description	Qty	Unit	Price	Price
1476673780	"They say I'm not a girl": Cas	1	EA	\$34.91	\$34.91
1118804678	Systems Analysis and Design: A	1	EA	\$175.21	\$175.21
2981849115	NeoCacao	1	EA	\$107.81	\$107.81
1501362305	Art History for Filmmakers: Th	1	EA	\$47.95	\$47.95
	SALES TAX	1	EA	\$0	\$0
1603589961	Bringing Back the Beaver: The	1	EA	\$17.3	\$17.3
1681341751	Edible and Medicinal Wild Plan	1	EA	\$29.95	\$29.95
1735917117	The Untold History of the Firs	1	EA	\$13.99	\$13.99
B08993Y9V1	No More Duct Tape Fundraising:	1	EA	\$17.99	\$17.99
0525560548	Hood Feminism: Notes from the	1	EA	\$15.69	\$15.69
	ALTERNATE TENDER	1	EA	\$-5	\$-5

Subtotal: \$455.80

Tax: 0

Total Invoice: \$455.80
LLM

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
Date: Thursday, January 7, 2021 2:57:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello Jennifer,

First off I do appreciate the time and thought you put into your email. I've added your concerns to a discussion we will be having with the Provost and Lisa Stock tomorrow afternoon. In the meantime, if you have invoices which are coming due, please send them onto Accounts Payable and let them know I approved them to come in that way while we work this all out. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Disclosure Statement:

Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.

From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <stockl@cod.edu>
Subject: RE: Vendor Invoicing Procedures

Hi Scott,

Happy New Year—hope you had a restorative break.

I'm working through the implications of the procedural change you announced just before break with the Library acquisitions team. As procurement is an embedded, core function of the Library (ordering, receiving, and creating a controlled inventory of physical and virtual items), having vendors submit invoices to AP directly without our acquisitions team receiving/reviewing them first creates a number of problems. I'm hoping you may consider making an exception to this policy for