

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1193525
Vendor Name: Rittenhouse Book Distributors
Invoice Number: 5583903
Invoice Date: 12/10/20
PO Number: B0371552
Check Number: E0083028
Check Amount: \$ 124.02
Check Date: 01/20/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0658084
Redaction Type: None
Document Type: AP Invoice

Document Below

RITTENHOUSE

distributing information for the 21st century

511 Fehesley Drive, King of Prussia, PA 19406-6655
Phone: 800-345-6425, Fax: 800-223-7488
customer.service@rittenhouse.com
www.rittenhouse.com

1-12-21 BO # 371552

INVOICE #	5583903
LOCATION	01
DATE	12/10/20
PAGE	1 OF 1

BILL TO

024042
COLLEGE OF DUPAGE
LIBRARY
425 FAWELL BLVD
GLEN ELLYN, IL 60137

SHIP TO

COLLEGE OF DUPAGE
LIBRARY
425 FAWELL BLVD
GLEN ELLYN, IL 60137

Invoice

ORDER NUMBER 16046110	ORDER DATE 12/08/20	WRITTEN BY Web Direct Order	CUSTOMER SAN NUMBER	PAYMENT TERMS NET 30 DAYS
CUSTOMER P/O NUMBER 371552b	JOB NUMBER R239166218	CONTACT Larisa Miller	SHIP VIA R2 Content Access Enable	

PRODUCT / DESCRIPTION	QTY OPEN	QTY SHIPPED	QTY B/O	UNIT PRICE L-LIST N-NET	% DISC	UNIT PRICE AFTER DISC	NET AMOUNT
R2P1437706347 Vilensky 9781437706345 ISBN-13 Medical Imaging of Normal and Pathologic Anatomy Elsevier Health Scie R2 Medicine: Anatomy Thank you for this R2 Digital Library Purchase!	1	1	0	159.00 L	22.00	124.02	124.02

**INVOICE REVIEWED
OKAY TO PAY
JULIE TAYLOR 01/12/21**

**APPROVED
01/12/21 - JENNIFER MCINTOSH**

TOTAL AT RETAIL						159.00	
MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	DEPOSIT AMOUNT	DEPOSIT APPLIED	INVOICE TOTAL
124.02	0.00	0.00	0.00	0.00	0.00	0.00	124.02

All claims for damaged shipments or shortages must be reported within 10 days.
This invoice includes both 10-digit as well as 13-digit ISBN's. Please visit www.bisg.org for more information.
Tax Id# 23-1661952 Thank you for choosing Rittenhouse. DUNS# 014798433

LLM

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicutt, 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
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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

From: Miller, Larisa <millerl@cod.edu>
Sent: Tue Jan 12 07:28:23 CST 2021
To: invoicing@cod.edu
CC:
Subject: BO # 371552 Rittenhouse Invoice # 5583903

Larisa Miller

Supervisor – Acquisitions
College of DuPage Library
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[attachment: rittenhouse invoice # 5583903.pdf]

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