

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 588963459769  
Invoice Date: 02/24/21  
PO Number: B0371525  
Check Number: 0278987  
Check Amount: \$ 1,585.64  
Check Date: 04/13/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0665157  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: Miller, Larisa <millerl@cod.edu>  
Sent: Mon Mar 15 07:59:33 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 371525 Amazon Invoice # 588963459769  
-----

**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](mailto:millerl@cod.edu)

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]  
[attachment: amazon 588963459769.pdf]

3-15-21 BO # 371525



**PAYMENT ADDRESS**  
 SYNCB/AMAZON  
 PO BOX 530958  
 Atlanta, GA 30353-0958

Invoice # 588963459769  
 Account Number: XXXXXXXX2037  
 Company Name: COLLEGE OF DUPAGE LIBRARY

Transaction #: 49172983  
 Sale Date: 02/24/2021  
 Authorization: 000510  
 Due Date: 05/02/2021

PO #: 371525  
 Store: 0003

Register #: **APPROVED**

**03/15/21 - JENNIFER MCINTOSH**

SKU	Description	Qty	Unit	Price	Ex Price
B085KT9BGR	Strings For Peace: Premieres F	1	EA	\$14.98	\$14.98
B085RKH2MT	Affinity	1	EA	\$12.59	\$12.59
B08CWCG1RX	Swing For The Fences	1	EA	\$14.95	\$14.95
	SALES TAX	1	EA	\$0.00	\$0.00
B07FSGF5Y8	Songs from Chicago	1	EA	\$16.99	\$16.99
144908527X	Proving Election Fraud: Phanto	1	EA	\$27.95	\$27.95
B084P41G84	The Gershwins' Porgy And Bess	1	EA	\$29.98	\$29.98
B0875WNG6C	Some Of These Days	1	EA	\$14.99	\$14.99
1101997559	The Road to Memphis (Logan Fam	1	EA	\$9.99	\$9.99
B00006F2XV	Message	1	EA	\$12.24	\$12.24
1108486703	The Cosmic Revolutionary's Han	1	EA	\$22.95	\$22.95
1400212847	America: The Last Best Hope	1	EA	\$19.77	\$19.77
B0875XB1RD	Meeting	1	EA	\$14.99	\$14.99
B08FT8VGH6	415 Records: Disturbing The Pe	1	EA	\$14.95	\$14.95
1476679630	Mountain Climber: A Memoir	1	EA	\$25.00	\$25.00

Subtotal: \$252.32  
 Tax: \$0.00  
 Total Invoice: \$252.32  
 LLM

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**JULIE TAYLOR 03/15/21**

**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](#)

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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](mailto:bradys310@cod.edu)



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**From:** McIntosh, Jennifer <[mcintoshj144@cod.edu](mailto:mcintoshj144@cod.edu)>  
**Sent:** Thursday, January 7, 2021 10:41 AM  
**To:** Brady, Scott <[bradys310@cod.edu](mailto:bradys310@cod.edu)>  
**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto: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

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Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 535897996674  
Invoice Date: 03/13/21  
PO Number: B0371525  
Check Number: 0278987  
Check Amount: \$ 1,585.64  
Check Date: 04/13/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0671721  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: Miller, Larisa <millerl@cod.edu>  
Sent: Mon Apr 05 14:43:13 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 371525 Amazon Invoice # 535897996674  
-----

**Larisa Miller**

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Glen Ellyn, IL 60137  
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630.942-4646 (f)  
[millerl@cod.edu](mailto:millerl@cod.edu)

[attachment: amazon 535897996674.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

4-5-21 BO # 371525

For Inquiries, call at :  
866-634-8381

Invoice # : 535897996674 MUH  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

Trans #: 49378075 P.O.#/Job Name: 371525

Sale Date: 03/13/2021 Store: 0001

Due Date: 05/15/2021 Buyer Name:

**APPROVED**

**04/06/21 - JENNIFER MCINTOSH**

SKU	Description	Qty	Unit	Price	Ext Price
173488450X	The Servant Leader's Manifesto	1	EA	\$7.00	\$7.00
0778311015	The Lost Apothecary: A Novel	1	EA	\$17.4	\$17.4
0228840589	The Squiggly Line Career: How	1	EA	\$20	\$20
1538118939	Framing Health Care Instructio	1	EA	\$60	\$60
173330360X	The Walk of a Lifetime: 500 Mi	1	EA	\$14.95	\$14.95
0996531858	Leader Board: The DNA of High	1	EA	\$14.99	\$14.99
B08SGZPB5S	The Helper's Compass: Essays	3	EA	\$4.99	\$14.97
	f				
	SALES TAX	1	EA	\$0	\$0

Subtotal: \$150.30

Tax: 0

Total Invoice: \$150.30<sup>LLM</sup>

**INVOICE REVIEWED**

**OKAY TO PAY**

**JULIE TAYLOR 04/05/21**

**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](#)

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**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto:stockl@cod.edu)>  
**Subject:** RE: Vendor Invoicing Procedures

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Invoice Date: 03/18/21  
PO Number: B0371525  
Check Number: 0278987  
Check Amount: \$ 1,585.64  
Check Date: 04/13/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0671722  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: Miller, Larisa <millerl@cod.edu>  
Sent: Mon Apr 05 14:42:49 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 371525 Amazon Invoice # 448365974595  
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**Larisa Miller**

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[millerl@cod.edu](mailto:millerl@cod.edu)

[attachment: amazon 448365974595.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

Invoice # : 448365974595 JQA  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

For Inquiries, call at : 4-5-21 BO # 371525  
866-634-8381

Trans #: 946388 Job Name: 523 Little

Sale Date: 03/18/2021 Store: 0003

Due Date: 05/17/22 City Name:

**INVOICE REVIEWED**

**OKAY TO PAY**

SKU	Description	Qty	Unit	Price	Ex Price
B07T4NWNYY	Exbury 8.5X11 Pa... Envelo	1	EA	\$5.99	\$5.99
1947604635	Poor Students, Rich Teaching:	24	EA	\$34.44	\$826.56
0991183576	The Focus Project: The Not So	24	EA	\$14.02	\$336.48
	SALES TAX	1	EA	\$0	\$0

Subtotal: \$1183.02

Tax: 0

Total Invoice: \$1183.02 LLM

**APPROVED**

**04/06/21 - JENNIFER MCINTOSH**

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