

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 844106
Invoice Date: 04/09/21
PO Number: B0370381
Check Number: E0084200
Check Amount: \$ 2,844.91
Check Date: 04/13/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0671996
Redaction Type: None
Document Type: AP Invoice

Document Below

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YBP Library Services

999 Maple St.

Contoocook, NH 03229

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PHONE: AR: 855-876-3799 (toll-free) Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past duePlease refer to invoice number
below when writing or remitting.INVOICE
NUMBER

844106

46

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

4-9-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
4/09/21	net 30	5/09/21	E-BOOK ORDERS				1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
TAYLOR AND FRANCIS									
1		HARSLOF,	9780429261848		ML	65.95	.0%	65.95	65.95
UU		GREAT FESTIVAL: A THEORETICAL PERFORMANCE							

INVOICE REVIEWED
OKAY TO PAY

JULIE TAYLOR 04/09/21
APPROVED

04/12/21 - JENNIFER MCINTOSH

1 * Service fee added, short or no discount Original 630-61 Sub Total LLM 65.95
TOTQTY from publisher Freight Surcharge .00 GST/Tax .00 Total US\$ 65.95

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



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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: Fri Apr 09 08:52:48 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 844106

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: ybp invoice 844106.pdf]

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 835001
Invoice Date: 04/02/21
PO Number: B0370381
Check Number: E0084200
Check Amount: \$ 2,844.91
Check Date: 04/13/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0671997
Redaction Type: None
Document Type: AP Invoice

Document Below

Contoocook, NH 03229

A service of YBP, Inc. FEIN 02-0302143

INVOICE
NUMBER 835001

7	* Service fee added,short or no discount	Original	556-47			Sub Total	LLM	226.76
TOTOTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$		226.76

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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Email: bradys310@cod.edu



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From: Miller, Larisa <millerl@cod.edu>
Sent: Fri Apr 09 08:53:09 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 835001

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: ybp invoice 835001.pdf]

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 844107
Invoice Date: 04/09/21
PO Number: B0370381
Check Number: E0084200
Check Amount: \$ 2,844.91
Check Date: 04/13/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0672000
Redaction Type: None
Document Type: AP Invoice

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TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

4-9-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER			CUSTOMER NUMBER		
4/09/21	net 30	5/09/21	E-BOOK ORDERS			1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN	VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
PROQUEST EBOOK CENTRAL								
1		KNOBlauch 9780822987031		NA	55.00	.0%	55.00	55.00
1U		ARCHITECTURE OF GOOD BEHAVIOR: PSYCHOLOGY &					NON-RETURNABLE	
1		BONDS, MA 9780190054106		ML	49.74	.0%	49.74	49.74
UA		BEETHOVEN: VARIATIONS ON A LIFE.					NON-RETURNABLE	
1	/NR	DAIGREPON 9781000258486		R	165.00	.0%	165.00	165.00
1U		BEYOND EHR: USING TECHNOLOGY TO MEET GROWING					NON-RETURNABLE	
1	/NR	PAGA, JES 9780190083595		NA	99.90	.0%	99.90	99.90
1U		BUILDING DEMOCRACY IN LATE ARCHAIC ATHENS.					NON-RETURNABLE	
1		GRIBBIN, 9781616149222		QA	36.00	.0%	36.00	36.00
1U		COMPUTING WITH QUANTUM CATS: FROM COLOSSUS TO					NON-RETURNABLE	
1	/NR	9780429673047		TS	145.00	.0%	145.00	145.00
1U		FACILITIES MANAGEMENT MODELS, METHODS AND TOOL					NON-RETURNABLE	
1		GREENHILL 9781640972896		GV	45.00	.0%	45.00	45.00
1U		FODOR'S WALT DISNEY WORLD.					NON-RETURNABLE	
1	/NR	GRAY, KIS 9780807174401		GV	90.00	.0%	90.00	90.00
1U		INTERSECTIONAL TECH: BLACK USERS IN DIGITAL					NON-RETURNABLE	
1		MONTGOMER 9780674259423		QK	44.00	.0%	44.00	44.00
1U		LESSONS FROM PLANTS.					NON-RETURNABLE	
1		9780253050274		ML	26.99	.0%	26.99	26.99
NL		MUSIC IN WORLD WAR II: COPING WITH WARTIME IN					NON-RETURNABLE	
1	/NR	NUSSEBAUM, 9780262290784		ML	76.00	.0%	76.00	76.00
NL		MUSICAL REPRESENTATION: MEANING, ONTOLOGY, AND					NON-RETURNABLE	
1		HOWARD, P 9780730390983		HC	21.99	.0%	21.99	21.99
1U		NO-REGRETS GUIDE TO RETIREMENT: HOW F					NON-RETURNABLE	
1	/NR	MURRAY 9780178722508		GV	70.50	.0%	70.50	70.50
1U		ON VIDEO GAMES: THE VISUAL POLITICS OF A F					NON-RETURNABLE	
1	/NR	PIOTROWSK 9781119015629		NA	109.38	.0%	109.38	109.38
UA		PROBLEM SOLVING AND CRITICAL THINKING FOR					NON-RETURNABLE	

* Service fee added, short or no discount
from publisher

Original

OKAY TO PAY

15	* Service fee added,short or no discount	Original	630-62			Sub Total	LLM	1,199.50
TOTQTY	from publisher	Freight Surchage	.00	GST/Tax	.00	Total US\$		1,199.50

From: Miller, Larisa <millerl@cod.edu>
Sent: Fri Apr 09 08:52:31 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 844107

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: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]
[attachment: ybp invoice 844107.pdf]

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,

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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



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Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <stockl@cod.edu>
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Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 845582
Invoice Date: 04/10/21
PO Number: B0370381
Check Number: E0084200
Check Amount: \$ 2,844.91
Check Date: 04/13/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0672290
Redaction Type: None
Document Type: AP Invoice

Document Below

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Contoocook, NH 03229

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PHONE: AR: 855-876-3799 (toll-free) Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past duePlease refer to invoice number
below when writing or remitting.INVOICE
NUMBER

845582

46

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

4-12-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER			
4/10/21	net 30	5/10/21	E-BOOK ORDERS				1256-50			
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
	OXFORD UPSO TITLE-BY-									
1		DODD, JUL	9780191891823		ML	72.00	.0%	72.00	72.00	
1U		BEING TRUE TO WORKS OF MUSIC.								
1	/NR		9780199984190		ML	180.00	.0%	180.00	180.00	
1U		OXFORD HANDBOOK OF SOUND AND IMAGE IN WESTERN								
<div>INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 04/12/21 APPROVED 04/12/21 - JENNIFER MCINTOSH</div>										

INVOICE REVIEWED
OKAY TO PAY

JULIE TAYLOR 04/12/21
APPROVED

04/12/21 - JENNIFER MCINTOSH

2 * Service fee added, short or no discount Original 643-46 Sub Total LLM 252.00
TOTQTY from publisher Freight Surcharge .00 GST/Tax .00 Total US\$ 252.00

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](#)

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From: Miller, Larisa <millerl@cod.edu>
Sent: Mon Apr 12 13:03:01 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 845582

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: ybp invoice 845582.pdf]

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 845583
Invoice Date: 04/10/21
PO Number: B0370381
Check Number: E0084200
Check Amount: \$ 2,844.91
Check Date: 04/13/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0672291
Redaction Type: None
Document Type: AP Invoice

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GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
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4-12-21 BO # 370381

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QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN	VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1		GALE GVRL /NR						
EA	/NR	9781440859441			139.59	.0%	139.59	139.59
	MANHATTAN PROJECT AND THE DROPPING OF THE ATOM							

INVOICE REVIEWED
OKAY TO PAY

JULIE TAYLOR 04/12/21
04/12/21 - JENNIFER MCINTOSH

1	* Service fee added, short or no discount	Original	643-47	Sub Total	139.59
TOTQTY	from publisher	Freight Surcharge	.00	Total US\$	139.59
		GST/Tax	.00		LLM

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From: Miller, Larisa <millerl@cod.edu>
Sent: Mon Apr 12 13:03:16 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 845583

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: ybp invoice 845583.pdf]

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 845581
Invoice Date: 04/10/21
PO Number: B0370381
Check Number: E0084200
Check Amount: \$ 2,844.91
Check Date: 04/13/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0672292
Redaction Type: None
Document Type: AP Invoice

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425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

4-12-21 BO # 370381

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4/10/21	net 30	5/10/21	E-BOOK ORDERS				1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
JSTOR									
1			9780826521774		ML	29.24	.0%	29.24	29.24
UU	A&R PIONEERS: ARCHITECTS OF AMERICAN ROOTS MUS								
1	/NR	CAEYERS,	9780520975026		ML	159.64	.0%	159.64	159.64
UU	BEETHOVEN: A LIFE; TRANS. BY BRENT ANNABLE.								
1		HAMPTON,	9781942130239		ML	42.19	.0%	42.19	42.19
UU	BOB DYLAN'S POETICS: HOW THE SONGS WORK.								
1		HALE, GRA	9781469654898		ML	67.50	.0%	67.50	67.50
UU	COOL TOWN: HOW ATHENS, GEORGIA, LAUNCHED								
1		PETROPOUL	9780300256215		N	59.06	.0%	59.06	59.06
UU	GORING'S MAN IN PARIS: THE STORY OF A NAZI ART								
1	/NR	HORNE, GE	9781583677889		ML	150.19	.0%	150.19	150.19
UU	JAZZ AND JUSTICE: RACISM AND THE POLITICAL								
1		BROOKS, D	9780674258808		ML	60.00	.0%	60.00	60.00
UU	LINER NOTES FOR THE REVOLUTION: THE INTELLECTU								
1	/NR	HAMMOND,	9780271085531		ML	94.49	.0%	94.49	94.49
UU	POWERS OF SOUND AND SONG IN EARLY MODERN PARIS								
1	/NR	EIDSHEIM,	9780822374695		ML	140.56	.0%	140.56	140.56
UU	SENSING SOUND: SINGING & LISTENING AS VIBRATIO								
1	/NR	GARABEDIA	978161376729		ML	101.25	.0%	101.25	101.25
UU	SOUND HISTORY: LAWRENCE GELLERT, BLACK MUSICAL								
1	/NR	STON, JR	97802304966		ML	56.99	.0%	56.99	56.99
UU	TOWARD A SOUND ECOLOGY: NEW AND SELECTED ESSAY								

APPROVED

04/12/21 - JENNIFER MCINTOSH

INVOICE REVIEWED
OKAY TO PAY
JULIE TAYLOR 04/12/2

11	* Service fee added, short or no discount	Original	643-45	Sub Total	LLM	961.11
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$ 961.11

From: Miller, Larisa <millerl@cod.edu>
Sent: Mon Apr 12 13:02:47 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 845581

Larisa Miller

Supervisor – Acquisitions
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millerl@cod.edu

[attachment: Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf]
[attachment: ybp invoice 845581.pdf]

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
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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