

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 858926
Invoice Date: 04/21/21
PO Number: B0370381
Check Number: E0084419
Check Amount: \$ 978.50
Check Date: 04/28/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0672998
Redaction Type: None
Document Type: AP Invoice

Document Below

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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

858926

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

4-21-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER	CUSTOMER NUMBER		
4/21/21	net 30	5/21/21				E-BOOK ORDERS	1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
PROQUEST EBOOK CENTRAL									
1		FASANO, A	9780262362696		QR	41.95	.0%	41.95	41.95
1U		GUT FEELINGS: THE MICROBIOME AND OUR HEALTH.						NON-RETURNABLE	
1	/NR	NILSON, L	9781642671704		LB	187.50	.0%	187.50	187.50
UA		INFUSING CRITICAL THINKING INTO YOUR COURSE: A						NON-RETURNABLE	
1		ALTER, RO	9780691218663		PS	30.00	.0%	30.00	30.00
1U		NABOKOV AND THE REAL WORLD: BETWEEN APPRECIATI						NON-RETURNABLE	

INVOICE REVIEWED**OKAY TO PAY****JULIE TAYLOR 04/21/21****APPROVED****04/21/21 - JENNIFER MCINTOSH**

3	* Service fee added, short or no discount	Original	755-89	Sub Total	LLM259.45
TOTQTY	from publisher	Freight Surcharge	.00 GST/Tax	Total US\$	259.45

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: Wed Apr 21 08:05:56 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 858926

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 858926.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: 843900
Invoice Date: 04/09/21
PO Number: B0370381
Check Number: E0084419
Check Amount: \$ 978.50
Check Date: 04/28/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0673106
Redaction Type: None
Document Type: AP Invoice

Document Below

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843900

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GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
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425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

4-23-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
4/09/21	net 30	5/09/21	FIRM ORDER				1256-10		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1		SOONTORNV 9781536209457			GV	24.99	19.0%	20.24	20.24
		ALL THIRTEEN: THE INCREDIBLE CAVE RESCUE OF TH							
1		HOYOS, B. 9780367635435			DT	44.95	19.0%	36.41	36.41
		CARTHAGE: A BIOGRAPHY.							
1		JERKINS, 9780062873088			PS	27.99	19.0%	22.67	22.67
		CAUL BABY: A NOVEL.							
1		9783030546328 BURT-NICH			GB	159.99	19.0%	129.59	129.59
		CAVES AND KARST OF THE UPPER MIDWEST, USA:							
1		BOSLAUGH, 9781440866500			RB	41.00	.0%	41.00	41.00
		GENETIC TESTING.							
1		NILSSON, 9780367353063			DD	44.95	19.0%	36.41	36.41
		HITLER REDUX: THE INCREDIBLE HISTORY OF HITLER							
1		LI, JIE J 9783030508647			QD	119.99	19.0%	97.19	97.19
		NAME REACTIONS: A COLLECTION OF DETAILED							
1		OYEYEMI, 9780593192337			PR	27.00	19.0%	21.87	21.87
		PEACES.							
1		SIOLLUN, 9781787383845			DT	29.95	19.0%	24.26	24.26
		WHAT BRITAIN DID TO NIGERIA: A SHORT HISTORY O							
1		BROOKS, K 9781984857569			L	16.99	19.0%	13.76	13.76
		WHAT COLOR IS YOUR PARACHUTE? FOR COLLEGE: DAY							
APPROVED									
04/23/21 - JENNIFER MCINTOSH									
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INVOICE REVIEWED									
OKAY TO PRINT									
JULIE TAYLOR									

Container IDs in this shipment

INVOICE REVIEW

OKAY TO PA

JULIE TAYLOR O.

10	* Service fee added, short or no discount	Original	630-59	Sub Total	LLM	443.40
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$ 443.40

From: Miller, Larisa <millerl@cod.edu>
Sent: Fri Apr 23 10:20:55 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 843900

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 843900.pdf]

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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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

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Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 836115
Invoice Date: 04/07/21
PO Number: B0370381
Check Number: E0084419
Check Amount: \$ 978.50
Check Date: 04/28/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0673107
Redaction Type: None
Document Type: AP Invoice

Document Below

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NUMBER

836115

PAGE 1

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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

4-23-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
4/07/21	net 30	5/07/21	FIRM ORDER				1256-10		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1		WILSER, J	9781982139803		HD	18.00	19.0%	14.58	14.58
		BECOMING A FIREFIGHTER.							
1		WEATHERFO	9780763691561		E	17.99	19.0%	14.57	14.57
		BOX: HENRY BROWN MAILS HIMSELF TO FREEDOM.							
1		WALTON, D	9781982140168		PS	27.00	19.0%	21.87	21.87
		FINAL REVIVAL OF OPAL & NEV: A NOVEL.							
1		SCHMIDER, 9781108834919			D	39.99	19.0%	32.39	32.39
		HITLER'S FATAL MISCALCULATION: WHY GERMANY							
1		SKESLIEN	9781982134198		PS	28.00	19.0%	22.68	22.68
		PARIS LIBRARY: A NOVEL.							
1		STEWART,	9781474410175		DA	24.95	19.0%	20.21	20.21
		UNION AND REVOLUTION: SCOTLAND AND BEYOND,							
1		FAGONE, J	9780062430489		Z	28.99	19.0%	23.48	23.48
		WOMAN WHO SMASHED CODES: A TRUE STORY OF LOVE,							
<div>INVOICE REVIEWED</div> <div>OKAY TO PAY</div> <div>ROBERT TAYLOR</div> <div>04/23/21 - JENNIFER MCINTOSH</div>									
***	***	***	***	***	***	***	***	***	***
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***	000004720527								***
***									***
***	***	***	***	***	***	***	***	***	***

INVOICE REVIEW
OKAY TO PAYJENNIFER MCINTOSH
04/23/21

*** **

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*** **

* Service fee added, short or no discount

7
TOTQTY

from publisher

Original

Freight Surcharge

556-48

.00

GST/Tax

.00

Sub Total

Total US\$

LLM 149.78

149.78

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 23 10:21:24 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 836115

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 836115.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: 844982
Invoice Date: 04/13/21
PO Number: B0370381
Check Number: E0084419
Check Amount: \$ 978.50
Check Date: 04/28/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0673111
Redaction Type: None
Document Type: AP Invoice

Document Below

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844982

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425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE
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4-23-21 BO # 370381

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4/13/21	net 30	5/13/21					FIRM ORDER			1256-10	
QUANTITY	PURCHASE ORDER #		AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1			ABRAMOVIC	9781982140373		HV	18.00	19.0%	14.58	14.58	
BECOMING A SOCIAL WORKER.											
1			AHMIDA, A	9780367468897		DT	44.95	19.0%	36.41	36.41	
GENOCIDE IN LIBYA: SHAR, A HIDDEN COLONIAL											
1			SONDHAUS,	9781108791632		D	38.99	19.0%	31.58	31.58	
WORLD WAR ONE: THE GLOBAL REVOLUTION.											
<div>INVOICE REVIEWED OKAY TO PAY JULIE TAYLOR 04/23/21 APPROVED 04/23/21 - JENNIFER MCINTOSH</div>											
*** *** *** *** *** *** *** *** *** *** *** *** *** *** *** Container IDs in this shipment *** *** *** 000004723139 *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** ***											

3	* Service fee added, short or no discount	Original	630-60	Sub Total	LLM	82.57
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$ 82.57

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To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <stockl@cod.edu>
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To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 844982

Larisa Miller

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SRC 2034
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630.942.3664 (v)
630.942-4646 (f)
millerl@cod.edu

[attachment: ybp invoice 844982.pdf]

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

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Check Date: 04/28/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0673113
Redaction Type: None
Document Type: AP Invoice

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4-23-21 BO # 370381

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER			CUSTOMER NUMBER		
4/06/21	net 30	5/06/21					STANDING ORDERS			1256-80		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT			
1			9780982846735		SER	29.99*		29.99	29.99			
NEBULA AWARDS SHOWCASE; 54; ED. BY NIBEDITA SE 54												
Ser: NEBULA AWARDS SHOWCASE.										V. 54		
<div><div>INVOICE REVIEWED</div><div>OKAY TO PAY</div><div>JULIE TAYLOR 04/23/21</div><div>APPROVED</div><div>04/23/21 - JENNIFER MCINTOSH</div></div>												
Standing orders are NONRETURNABLE. For questions about this invoice, please call Customer Service.												
***	***	***	***	***	***	***	***	***	***	***	***	***
***	Container IDs in this shipment											***
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***	000004721109											***
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***	***	***	***	***	***	***	***	***	***	***	***	***

1	* Service fee added, short or no discount	Original	569-86	Sub Total	LLM	29.99
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$
						29.99

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To: [McIntosh, Jennifer](#)
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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 23 10:21:51 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 837797

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 837797.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: 846712
Invoice Date: 04/12/21
PO Number: B0370381
Check Number: E0084419
Check Amount: \$ 978.50
Check Date: 04/28/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0673140
Redaction Type: None
Document Type: AP Invoice

Document Below

Contoocook, NH 03229

A service of YBP, Inc. FEIN 02-0302143

INVOICE NUMBER	846712
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1	* Service fee added,short or no discount	Original	643-48		Sub Total	LLM	13.31
TOTOTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$	13.31

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: Miller, Larisa <millerl@cod.edu>
Sent: Fri Apr 23 13:01:42 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 370381 Yankee Book Peddler Invoice # 846712

Larisa Miller

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[attachment: ybp invoice 846712.pdf]

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