

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1193525
Vendor Name: Rittenhouse Book Distributors
Invoice Number: 5623323
Invoice Date: 06/09/21
PO Number: P0374190
Check Number: E0085287
Check Amount: \$ 1,148.40
Check Date: 06/22/2021
Department ID: 15240
Reviewer Name: Julie Taylor
Voucher Number: V0687405
Redaction Type: None
Document Type: AP Invoice

Document Below

RITTENHOUSE

distributing information for the 21st century
511 Fehleley Drive, King of Prussia, PA 19406-6655
Phone: 800-345-6425, Fax: 800-223-7488
customer.service@rittenhouse.com
www.rittenhouse.com

6-15-21 PO # 374190

INVOICE #	5623323
LOCATION	01
DATE	06/09/21
PAGE	1 of 2

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 16089427	ORDER DATE 06/08/21	WRITTEN BY Web Direct Order	CUSTOMER SAN NUMBER	PAYMENT TERMS NET 30 DAYS
CUSTOMER P/O NUMBER 374190	JOB NUMBER R240650247	CONTACT Larisa Miller	SHIP VIA R2 Content Access Enabled	

PRODUCT/DESCRIPTION	QTY OPEN	QTY SHIPPED	QTY B/O	UNIT PRICE L-LIST N-NET	% DISC	UNIT PRICE AFTER DISC	NET AMOUNT
R2P1947800477 Southard The Art and Science of Nurse Coaching American Nurses Asso R2 Nursing: Administration & Management	1	1	0	269.00 L	10.00	242.10	242.10
R2P3030643956 Ventura The Emergency Medical Responder Springer Nature R2 Allied Health: Emergency Medical Servi	1	1	0	249.00 L	10.00	224.10	224.10
R2P0826135749 Oermann Evaluation and Testing in Nursing Education Springer Publishing R2 Nursing: Education	1	1	0	180.00 L	10.00	162.00	162.00
R2P082614649X Carroll Emerging Technologies for Nurses Springer Publishing R2 Nursing: Reference	1	1	0	150.00 L	10.00	135.00	135.00
R2P1284194701 Joos Introduction to Computers for Healthcare Professionals Jones & Bartlett Lea R2 Allied Health: Medical Records Adminis	1	1	0	189.00 L	10.00	170.10	170.10

INVOICE REVIEW**OKAY TO PAY****JULIE TAYLOR 06****APPROVED****06/21/21 - JENNIFER MCINTOSH**

Continued

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PRODUCT/DESCRIPTION	QTY OPEN	QTY SHIPPED	QTY B/O	UNIT PRICE L-LIST N-NET	% DISC	UNIT PRICE AFTER DISC	NET AMOUNT
R2P1948057336 Palaganas	1	1	0	239.00 L	10.00	215.10	215.10

Mastering Simulation
Sigma Theta Tau Inte R2 Nursing: Education
Thank you for this R2 Digital
Library Purchase!

As of April 19, 2021 Rittenhouse has a New Remittance address for all payments:

Rittenhouse Book Distributors, LLC,
P.O. Box 896842
Charlotte, NC 28289-6842

Rittenhouse Book Distributors, LLC also accepts ACH payments. Please contact accountsreceivable@rittenhouse.com to initiate this process.

TOTAL AT RETAIL 1,276.00

MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	DEPOSIT AMOUNT	DEPOSIT APPLIED	INVOICE TOTAL
1,148.40	0.00	0.00	0.00	0.00	0.00	0.00	1,148.40

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

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
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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: Mon Jun 21 08:54:17 CDT 2021
To: invoicing@cod.edu
CC:
Subject: PO # 374190 Rittenhouse Invoice # 5623323

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: rittenhouse invoice 5623323.pdf]

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