

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1632093  
Vendor Name: Crowley Micrographics Inc  
Invoice Number: E210604  
Invoice Date: 06/03/21  
PO Number: P0373936  
Check Number: E0085666  
Check Amount: \$ 19,539.93  
Check Date: 07/19/2021  
Department ID: 15240  
Reviewer Name:  
Voucher Number: V0684344  
Redaction Type: None  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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From: Taylor, Julie <taylorj410@cod.edu>  
Sent: Wed Jun 16 12:43:47 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: Crowley Book Scanner invoice  
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Hi Invoicing,

Crowley had submitted an invoice and it was incorrect and the product had not been received at that time. I asked that you remove it from queue. We received the item Monday and the revised invoice is attached. Please process.

Thanks,  
Julie

[attachment: Invoice # E210604.PDF]

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



**CROWLEY MICROGRAPHICS**  
dba The Crowley Company  
5111 Pegasus Court, Suite M  
Frederick, Md 21704

# Invoice

Invoice Number:  
**E210604**

Invoice Date:  
**Jun 3, 2021**

Page: 1

Phone No. 240-215-0224  
Fax No. 240-215-0234

**Fed Id No. 52-1172395**

**Sold To:**

COLLEGE OF DUPAGE  
425 FAWELL BLVD  
ACCOUNTS PAYABLE  
GLEN ELLYN 60137  
USA

**3 WAY MATCH**

**Ship to:**

COLLEGE OF DUPAGE  
425 FAWELL BLVD  
RECEIVING  
GLEN ELLYN, IL 60137  
USA

| Customer ID        |            | Customer PO                             | Payment Terms |           |
|--------------------|------------|---|---------------|-----------|
| COLLEGE OF DUPAGE  |            | 373936                                  | Net 30 Days   |           |
| Sales Order Number |            | Shipping Method                         | Ship Date     | Due Date  |
| E210517            |            | UPS                                     | 6/3/21        | 7/3/21    |
| Quantity           | Item       | Description                             | Unit Price    | Extension |
| 1.00               | ZE-HX-4899 | ZETA WITH COMFORT BOOK CRADLE SN: 63167 | 9,925.00      | 9,925.00  |
| 1.00               |            | EMAIL, SCAN TO NETWORK, DONGLE          |               |           |
| 1.00               | ZE-HX-4934 | SOFTWARE MODULE SCAN-TO-CLOUD/DROP BOX  | 460.00        | 460.00    |
| 1.00               | ZE-HX-4936 | OFFICE KIT, ZETA                        | 1,400.00      | 1,400.00  |
| 1.00               | CM-RMC     | 5 YEAR AUTO UNIT REPLACEMENT CONTRACT   | 7,900.00      | 7,900.00  |
| 1.00               | ZE-DIS     | LONG BUT CYCLE                          | 500.00        | -500.00   |
| 1.00               | ZE-FREIGHT | SHIPPING CHARGES - UPS                  | 354.93        | 354.93    |
|                    |            | PRO: 022762655                          |               |           |

For information regarding your order:  
Phone (240) 215-0224 Fax (240) 215-0234

Send Payment To:  
The Crowley Company, 5111 Pegasus Ct. Suite M, Frederick, MD 21704

Total Invoice Amount 19,539.93  
Payment Received 0.00  
**TOTAL 19,539.93**

1. No returns may be made after \_\_\_ days.
2. Within \_\_\_ days goods may be returned with our permission.

<http://www.thecrowleycompany.com>

**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.  
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Glen Ellyn, IL 60137-6599  
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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