

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 934900  
Invoice Date: 06/28/21  
PO Number: B0000217  
Check Number: E0085815  
Check Amount: \$ 756.94  
Check Date: 07/29/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0692287  
Redaction Type: None  
Document Type: AP Invoice

Document Below

## RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

**GOBI** Library Solutions from EBSCO

A service of YBP, Inc. FEIN 02-0302143

Remit to: PO Box 277991 Atlanta, GA 30384-7991 USA

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

934900

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

7-22-21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER			
6/28/21	net 30	7/28/21					STANDING ORDERS		1256-80	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1		MAHDAVI,	9781501373909		P	14.95	11.0%	13.31	13.31	
		HYPHEN.								
		Ser: OBJECT LESSONS.								
1			9781975158880		RM	52.99	.0%	52.99	52.99	
		NURSING DRUG HANDBOOK; 2022.								
		Ser: NURSING DRUG HANDBOOK.								
					V. 2022					

INVOICE REVIEW  
OKAY TO PAY

APPROVED  
JENNIFER TAYLOR 07/22/21 - JENNIFER MCINTOSH

Standing orders are NONRETURNABLE.  
For questions about this invoice,  
please call Customer Service.

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INVOICE REVIEW  
OKAY TO PAYAPPROVED BY JENNIFER TAYLOR 07/22/21  
07/22/21 - JENNIFER MCINTOSHStanding orders are NONRETURNABLE.  
For questions about this invoice,  
please call Customer Service.

\*\*\*    \*\*\*    \*\*\*    \*\*\*    \*\*\*    \*\*\*    \*\*\*    \*\*\*    \*\*\*    \*\*\*    \*\*\*    \*\*\*    \*\*\*    \*\*\*

\*\*\*    Container IDs in this shipment    \*\*\*

\*\*\*    000004754254    \*\*\*

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2	* Service fee added, short or no discount	Original	385-30	Sub Total	66.30
TOTQTY	from publisher	Freight Surcharge	.00	Total US\$	66.30
		GST/Tax	.00		

**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](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

-----  
From: Miller, Larisa <millerl@cod.edu>  
Sent: Thu Jul 22 09:29:36 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 0000217 Yankee Book Peddler Invoice # 934900  
-----

**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: ybp invoice 934900.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: 933646  
Invoice Date: 06/25/21  
PO Number: B0000217  
Check Number: E0085815  
Check Amount: \$ 756.94  
Check Date: 07/29/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0692288  
Redaction Type: None  
Document Type: AP Invoice

Document Below

## RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

**GOBI<sup>®</sup>** Library Solutions from EBSCO

A service of YBP, Inc. FEIN 02-0302143

Remit to: PO Box 277991 Atlanta, GA 30384-7991 USA

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

933646

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

7-22-21 BO 3# 0000217

INVOICE DATE	TERMS	DUE DATE		CUSTOMER ORDER NUMBER				CUSTOMER NUMBER	
6/25/21	net 30	7/25/21		FIRM ORDER				1256-10	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1		RODARI, G 9781592702848 .				PZ	27.95	19.0%	22.64
	TELEPHONE TALES.								22.64
<div>INVOICE REVIEWED</div> <div>OKAY TO PAY</div> <div>JULIE TAYLOR 07/22</div> <div>APPROVED</div> <div>07/22/21 - JENNIFER MCINTOSH</div>									
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1	* Service fee added, short or no discount	Original	376-59	Sub Total	LLM	22.64
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$
						22.64

**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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**Scott L. Brady, CPA**  
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**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

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-----  
From: Miller, Larisa <millerl@cod.edu>  
Sent: Thu Jul 22 09:29:17 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 0000217 Yankee Book Peddler Invoice # 933646  
-----

**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: ybp invoice 933646.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: 938913  
Invoice Date: 07/02/21  
PO Number: B0000217  
Check Number: E0085815  
Check Amount: \$ 756.94  
Check Date: 07/29/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0692289  
Redaction Type: None  
Document Type: AP Invoice

Document Below

Contoocook, NH 03229

A service of YBP, Inc. FEIN 02-0302143

INVOICE NUMBER	938913
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1	* Service fee added,short or no discount	Original	425-12			Sub Total	LLM	21.87
TOTOTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$		21.87

**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,

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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](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.

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-----  
From: Miller, Larisa <millerl@cod.edu>  
Sent: Thu Jul 22 09:29:06 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 0000217 Yankee Book Peddler Invoice # 938913  
-----

**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: ybp invoice 938913.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: 928148  
Invoice Date: 06/21/21  
PO Number: B0000217  
Check Number: E0085815  
Check Amount: \$ 756.94  
Check Date: 07/29/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0692318  
Redaction Type: None  
Document Type: AP Invoice

Document Below

Contoocook, NH 03229

A service of YBP, Inc. FEIN 02-0302143

INVOICE NUMBER	928148
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1	* Service fee added,short or no discount	Original	332-07		Sub Total	40.05
TOTOTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$ 40.05

**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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-----  
From: Miller, Larisa <millerl@cod.edu>  
Sent: Mon Jul 26 08:11:29 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 0000217 Yankee Book Peddler Invoice # 928148  
-----

**Larisa Miller**

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425 Fawell Blvd.  
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630.942.3664 (v)  
630.942-4646 (f)  
[millerl@cod.edu](mailto:millerl@cod.edu)

[attachment: ybp invoice 928148.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: 952609  
Invoice Date: 07/20/21  
PO Number: B0000217  
Check Number: E0085815  
Check Amount: \$ 756.94  
Check Date: 07/29/2021  
Department ID: 15240  
Reviewer Name: Julie Taylor  
Voucher Number: V0692794  
Redaction Type: None  
Document Type: AP Invoice

Document Below

## RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

**GOBI<sup>®</sup>** Library Solutions from EBSCO

A service of YBP, Inc. FEIN 02-0302143

Remit to: PO Box 277991 Atlanta, GA 30384-7991 USA

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****952609**

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

7-27-21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
7/20/21	net 30	8/19/21	STANDING ORDERS				1256-80		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1		UPDIKE, J	9781598536775		PS	45.00	11.0%	40.05	40.05
		JOHN UPDIKE: NOVELS, 1978-1984: THE COUP/RABBI							
		Ser: LIBRARY OF AMERICA.				V. 339			
1			9780525570295		PE	35.99	11.0%	32.03	32.03
		TOEFL IBT PREP; 2021.							
		Ser: TOEFL IBT PREP.				V. 2021			
1		BIZZELL,	9781119761549		HF	600.00	11.0%	534.00	534.00
		WILEY CPAEXCEL EXAM REVIEW; 2021.				8 VOLS.			
		Ser: WILEY CPAEXCEL EXAM REVIEW.				V. 2021			

**APPROVED****07/27/21 - JENNIFER MCINTOSH**Standing orders for ON THE HARBOR  
For questions about this invoice,  
please call Customer Service.**INVOICE REVIEWED****OKAY TO PAY**

000004760175 000004760176

**JULIE TAYLOR 07/27/21**

3	* Service fee added, short or no discount	Original	530-46	Sub Total	LLM	606.08
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$ 606.08

-----  
From: Miller, Larisa <millerl@cod.edu>  
Sent: Tue Jul 27 08:58:45 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: BO # 0000217 Yankee Book Peddler Invoice # 952609  
-----

**Larisa Miller**

Supervisor – Acquisitions  
College of DuPage Library  
425 Fawell Blvd.  
SRC 2034  
Glen Ellyn, IL 60137  
630.942.3664 (v)  
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[millerl@cod.edu](mailto:millerl@cod.edu)

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[attachment: ybp invoice 952609.pdf]

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