

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 465499399893

Invoice Date: 08/16/21

PO Number: B0000218

Check Number: 0284699

Check Amount: \$ 2,712.66

Check Date: 09/14/2021

Voucher Number: V0694431

Document Type: AP Invoice

Document Below

From: Miller, Larisa <millerl@cod.edu>
Sent: Fri Aug 20 10:49:56 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 0000218 Amazon Invoice # 465499399893

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: amazon 465499399893.pdf]

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

**PAYMENTS ADDRESS**

SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

8/20/21 BO # 0000218

For Inquiries, call at :
866-634-8381

Invoice # : 465499399893 ODT
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 51695143 **P.O.#/Job Name:** BO 0000218
Sale Date: 08/16/2021 **Store:** 0001
Due Date: 10/18/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1948765373	Floppy Logic: Experimenting in	1	EA	\$31.06	\$31.06
050002295X	The Iconic American House: Arc	1	EA	\$33.68	\$33.68
0804853061	Visionary Landscapes: Japanese	1	EA	\$14.99	\$14.99
183866131X	Life Meets Art: Inside the Hom	1	EA	\$39.09	\$39.09
0998862371	Lawns into Meadows: Growing a	1	EA	\$17.61	\$17.61
0593298942	I Alone Can Fix It: Donald J.	1	EA	\$17.92	\$17.92
1620975483	Not a Crime to Be Poor: The Cr	1	EA	\$11.78	\$11.78
1501317598	Interior Design Materials and	1	EA	\$100.00	\$100.00
0847867919	The Perfect Kitchen	1	EA	\$32.49	\$32.49
1469660865	Jumping the Broom: The Surpris	1	EA	\$16.87	\$16.87
150131047X	The Interior Plan: Concepts an	1	EA	\$77.77	\$77.77
1948742721	Clutter: An Untidy History	1	EA	\$13.99	\$13.99
0500204608	Interior Design Since 1900: Fo	1	EA	\$14.59	\$14.59
0312626908	Bury Your Dead: A Chief Inspec	1	EA	\$11.35	\$11.35
	SALES TAX	1	EA	\$0.00	\$0.00
1604699302	Herbarium: The Quest to Preser	1	EA	\$23.79	\$23.79
125083001X	Landslide: The Final Days of t	1	EA	\$17.99	\$17.99
0300256949	Wright and New York: The Makin	1	EA	\$5.07	\$5.07
B0875RRQQD	Pr	1	EA	\$6.00	\$6.00
1616899514	Daddy Wouldn't Buy Me a Bauhau	1	EA	\$10.61	\$10.61
1647820065	When More Is Not Better: Overc	1	EA	\$3.38	\$3.38
1474289258	Retail Design (Basics Interior	2	EA	\$29.86	\$59.72
1838661069	Mies	1	EA	\$107.49	\$107.49
1517908574	Elizabeth Scheu Close: A Life	1	EA	\$32.46	\$32.46
1635861330	Plant Partners: Science-Based	1	EA	\$20.99	\$20.99
0714876828	Philip Johnson: A Visual Biogr	1	EA	\$109.45	\$109.45

APPROVED**08/20/21****JENNIFER MCINTOSH****INVOICE REVIEWED****OKAY TO PAY****JULIE TAYLOR 08/20/21****Subtotal:** \$860.14**Tax:** \$0.00**Total Invoice:** \$860.14 LLM**Adjustments:** \$0.00

Payments Applied:	\$0.00
Total Amount Outstanding:	<div><div></div><div>\$860.14</div><div>LLM</div></div>

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

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 465437787698

Invoice Date: 08/12/21

PO Number: B0000218

Check Number: 0284699

Check Amount: \$ 2,712.66

Check Date: 09/14/2021

Voucher Number: V0694432

Document Type: AP Invoice

Document Below

From: Miller, Larisa <millerl@cod.edu>
Sent: Fri Aug 20 10:49:15 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 0000218 Amazon Invoice # 465437787698

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: amazon 465437787698.pdf]

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

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SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

For Inquiries, call at :
866-634-8381

8/19/21 BO # 0000218

Invoice # : 465437787698 UZP
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 51652302 **P.O.#/Job Name:** BO # 0000218
Sale Date: 08/12/2021 **Store:** 0003
Due Date: 10/16/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1305865715	The Skilled Helper: A Problem	1	EA	\$104.07	\$104.97
039367438X	Psychology & Science	1	EA	\$147.09	\$147.09
0358446422	I'm So Effing Tired: A Proven	1	EA	\$11.99	\$11.99
0393449092	Essentials of Cultural Anthropol	1	EA	\$89.52	\$89.52
1119607329	Geography: Realms, Regions, an	1	EA	\$129.75	\$129.75
1305093704	Understanding Society: An Intr	1	EA	\$95.36	\$95.36
1950843114	Chicago Transit Hikes	1	EA	\$14.99	\$14.99
1620364166	Multiculturalism on Campus: Th	1	EA	\$33.98	\$33.98
0938529153	The Successful Executive's Han	1	EA	\$9.00	\$9.00
1501315412	Beyond Design: The Synergy of	1	EA	\$120.00	\$120.00
0534348610	Advocacy in the Human	1	EA	\$145.03	\$145.03
Subtotal:					\$901.68
Tax:					\$0.00
Total Invoice:					\$901.68
Adjustments:					\$0.00
Payments Applied:					\$0.00
Total Amount Outstanding:					\$901.68 LLM

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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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.

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Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 899693979936

Invoice Date: 08/22/21

PO Number: B0000218

Check Number: 0284699

Check Amount: \$ 2,712.66

Check Date: 09/14/2021

Voucher Number: V0694716

Document Type: AP Invoice

Document Below

From: Miller, Larisa <millerl@cod.edu>
Sent: Tue Aug 24 08:10:29 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 0000218 Amazon Invoice # 899693979936

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: amazon 899693979936.pdf]

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

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SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

8/24/21 BO # 0000218

For Inquiries, call at :
866-634-8381

Invoice # : 899693979936 48Q
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 51763424 **P.O.#/Job Name:** BO # 0000218
Sale Date: 08/22/2021 **Store:** 0001
Due Date: 10/22/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
1250223180	What Happened to You?: Convers	1	EA	\$17.38	\$17.38
125005611X	Scarcity: The New Science of H	2	EA	\$10.99	\$21.98
	SALES TAX	1	EA	\$0.00	\$0.00
006300058X	Perversion of Justice: The Jef	1	EA	\$18.58	\$18.58

APPROVED
08/24/21 - JENNIFER MCINTOSH

Subtotal \$57.94**Tax** \$0.00**Total Invoice:** \$57.94**Adjustments:** \$0.00**Payments Applied:** \$0.00**Total Amount Outstanding:** \$57.94
LLM

INVOICE REVIEWED
OKAY TO PAY
JULIE TAYLOR 08/24/21

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](#)
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Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 875336793588

Invoice Date: 08/20/21

PO Number: B0000218

Check Number: 0284699

Check Amount: \$ 2,712.66

Check Date: 09/14/2021

Voucher Number: V0694717

Document Type: AP Invoice

Document Below

From: Miller, Larisa <millerl@cod.edu>
Sent: Tue Aug 24 08:07:30 CDT 2021
To: invoicing@cod.edu
CC:
Subject: BO # 0000218 Amazon Invoice # 875336793588

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: amazon 875336793588.pdf]

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SYNCB/AMAZON
P.O.BOX 530958
ATLANTA, GA 30353-0958

8/24/21 BO # 0000218

For Inquiries, call at :
866-634-8381

Invoice # : 875336793588 37T
Account Number : xxxxxx9203
Company Name : COLLEGE OF DUPAGE LIBRARY
Address : ATTN: LARISA MILLER
425 FAWELL BLVD
GLEN ELLYN, IL, 60137

Trans #: 51763456 **P.O.#/Job Name:** BO0000218
Sale Date: 08/20/2021 **Store:** 0001
Due Date: 10/22/2021 **Buyer Name:**

SKU	Description	Qty	Unit	Price	Ex Price
B084B21MF9	Data Science Job: How to becom	1	EA	\$12.99	\$12.99
1610354001	Managing Generation Z: How to	1	EA	\$14.96	\$14.96
0714875015	Adrian Villar Rojas (Phaidon C	1	EA	\$34.13	\$34.13
0714871559	Kerry James Marshall (Phaidon	1	EA	\$38.59	\$38.59
1616209178	Made in China: A Prisoner, an	1	EA	\$12.69	\$12.69
1133955746	Understanding American Governm	1	EA	\$123.99	\$123.99
	SALES TAX	1	EA	\$0.00	\$0.00

APPROVED**Subtotal:** \$237.35**08/24/21 - JENNIFER MCINTOSH****Tax:** \$0.00**Total Invoice:** \$237.35**Adjustments:** \$0.00**Payments Applied:** \$0.00**Total Amount Outstanding:** \$237.35
LLM

INVOICE REVIEWED
OKAY TO PAY
JULIE TAYLOR 08/24/21

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
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