

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1087525  
Vendor Name: Morningstar, Inc.  
Invoice Number: 38399  
Invoice Date: 07/01/21  
PO Number: P0000281  
Check Number: 0284830  
Check Amount: \$ 4,567.00  
Check Date: 09/14/2021  
Voucher Number: V0694373  
Document Type: AP Invoice

Document Below



**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**  
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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

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From: Konkel, Mary <konkel@cod.edu>  
Sent: Thu Aug 19 08:27:41 CDT 2021  
To: invoicing@cod.edu  
CC: taylorj410@cod.edu  
Subject: Morningstar Invoice Ready for Payment  
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The attached invoice for Morningstar is ready for payment and Authorization for Library to Submit Invoices is attached.

Thank you,

MARY

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*Mary S. Konkel*

Professor

Head of Technical Services

OCLC Global Council Delegate for the Americas Regional Council (ARC)

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Glen Ellyn, IL 60137-6599

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<https://library.cod.edu>

Difficult is done at once, the impossible takes a little longer / late 19th century proverb attributed to French statesman Charles Alexandre de Calonne

[attachment: Morningstar FY22 Invoice.pdf]

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