

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 999154
Invoice Date: 9/2/2021
PO Number: B0000217
Check Number: E0086351
Check Amount: \$ 1,716.37
Check Date: 09/22/2021
Voucher Number: V0699792
Document Type: AP Invoice

Document Below

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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**

999154

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

PAGE 1

9/14/21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER	CUSTOMER NUMBER	
9/02/21	net 30	10/02/21					E-BOOK ORDERS	1256-50	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
PROJECT MUSE / NR / I D									
1 UU		/ NR / I D FELTEN, P 9781421439372			LB	79.90	.0%	79.90	79.90
		RELATI ONSHI P- RI CH EDUCATI ON: HOW HUMAN					NON- RETURNABLE		

1	* Service fee added, short or no discount	Original	933-60		Sub Total	79.90
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	Total US\$	79.90

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

"Miller, Larisa" <millerl@cod.edu>

BO # 0000217 Yankee Book Peddler Invoice # 999154

"Miller, Larisa" <millerl@cod.edu>

Tue, Sep 14, 2021 at 04:09 PM GMT

CC:

BCC:

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

1 attachment

ybp invoice 999154.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 984732
Invoice Date: 8/20/2021
PO Number: B0000217
Check Number: E0086351
Check Amount: \$ 1,716.37
Check Date: 09/22/2021
Voucher Number: V0699793
Document Type: AP Invoice

Document Below

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INVOICE
NUMBER 984732

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

SHIP COLLEGE OF DUPAGE
TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

PAGE 1

9/14/21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
8/20/21	net 30	9/19/21	FIRM ORDER				1256-10		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1		MAPES- FRA	9780714876580		N	49.95	19.0%	40.46	40.46
		ADAM PENDLETON.							
1		VOGELSTEI	9781541758629		HQ	28.00	19.0%	22.68	22.68
		AWAKENING: #METOO AND THE GLOBAL FIGHT FOR							
1		MARTIN, C	9781838661045		ND	49.95	19.0%	40.46	40.46
		CECILY BROWN.							
1		MACKINNON	9780062856029		HC	28.99	19.0%	23.48	23.48
		DAY THE WORLD STOPS SHOPPING: HOW ENDING							
1		LESON, GE	9780593087411		HD	28.00	19.0%	22.68	22.68
		HONOR THY LABEL: DR. BRONNER'S UNCONVENTIONAL							
1		KEAN, SAM	9780316496506		Q	29.00	19.0%	23.49	23.49
		ICEPICK SURGEON: MURDER, FRAUD, SABOTAGE, PIRA							
1		LEBOVICI, J	9780714873374		N	49.95	19.0%	40.46	40.46
		LILI REYNAUD-DEWAR.							
1		FOTI, SIL	9781684511082		D	26.99	.0%	26.99	26.99
		NAZI'S GRANDDAUGHTER: HOW I DISCOVERED MY							
1		BEHESHTI, J	9781608687237		HD	25.95	19.0%	21.02	21.02
		PAUSE. BREATHE. CHOOSE.: BECOME THE CEO OF YOU							
1		NAKAE, SU	9781978817227		R	16.95	19.0%	13.73	13.73
		PREMED PREP: ADVICE FROM A MEDICAL SCHOOL							
1		HOTEZ, PE	9781421440385		RA	27.95	19.0%	22.64	22.64
		PREVENTING THE NEXT PANDEMIC: VACCINE DIPLOMACY							
1		FORSYTHE, J	9780367424763		BF	26.95	19.0%	21.83	21.83
		PSYCHOLOGY STUDENT'S CAREER SURVIVAL GUIDE: HE							
1		DREILINGE	9781324004493		TX	27.95	19.0%	22.64	22.64
		SECRET HISTORY OF HOME ECONOMICS: HOW							
1		MANAUGH, J	9780374126582		RA	28.00	19.0%	22.68	22.68
		UNTIL PROVEN SAFE: THE HISTORY AND FUTURE OF							
1		JAFFE, SA	9781568589398		HD	30.00	19.0%	24.30	24.30
		WORK WON'T LOVE YOU BACK: HOW DEVOTION TO OUR							

* Service fee added, short or no discount from publisher Original

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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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,

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"Miller, Larisa" <millerl@cod.edu>

BO # 0000217 Yankee Book Peddler Invoice # 984732

"Miller, Larisa" <millerl@cod.edu>

Tue, Sep 14, 2021 at 04:06 PM GMT

CC:

BCC:

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

1 attachment

ybp invoice 984732.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 990639
Invoice Date: 8/25/2021
PO Number: B0000217
Check Number: E0086351
Check Amount: \$ 1,716.37
Check Date: 09/22/2021
Voucher Number: V0699794
Document Type: AP Invoice

Document Below

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INVOICE
NUMBER 990639

PAGE 1

SOLD COLLEGE OF DUPAGE

T0: LIBRARY SCR 2034

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425 FAWELL BOULEVARD

GLEN ELLYN, IL 60137 6599

8/31/21 BO # 0000217

SHIP COLLEGE OF DUPAGE

T0: LIBRARY SCR 2034

Attn: LARISA L. MILLER

PRINT ACQUISITIONS

425 FAWELL BOULEVARD

GLEN ELLYN, IL 60137-6599

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER	CUSTOMER NUMBER		
8/25/21	net 30	9/24/21				RUSH DROPSHIP	1256-02		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
4	/ I D		143383216X		BF	31.99	10.0%	28.79	115.16
PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION									
<p>*****</p> <p>Rush Shipment</p> <p>Books Shipped Separately</p> <p>*****</p> <p>YBP is pleased to offer the option to receive this invoice by email. Print books will still ship with a hardcopy invoice. Please contact your Customer Service Bibliographer for more information.</p>									

* Service fee added, short or no discount Original
from publisher

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**INVOICE
NUMBER** 990639

SOLD COLLEGE OF DUPAGE
TO: LIBRARY SCR 2034
PRINT ACQUISITIONS
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137 6599

SHI P COLLEGE OF DUPAGE
TO: LIBRARY SCR 2034
Attn: LARISA L. MILLER
PRINT ACQUISITIONS
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

PAGE 2

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER	CUSTOMER NUMBER	
8/25/21	net 30	9/24/21					RUSH DROPSHIP	1256-02	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
<div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> </div> <div>Container IDs in this shipment</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div> <div>***</div>									

4	* Service fee added, short or no discount	Original	862-93		Sub Total	LLM	115.16
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$	115.16

"Miller, Larisa" <millerl@cod.edu>

BO # 0000217 Yankee Book Peddler Invoice # 990639

"Miller, Larisa" <millerl@cod.edu>

Wed, Sep 1, 2021 at 01:34 PM GMT

CC:

BCC:

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

2 attachments

Authorization for Library to Submit Invoices - Scott Brady 01-07-2021.pdf

ybp invoice 990639.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 12488
Invoice Date: 9/14/2021
PO Number: B0000217
Check Number: E0086351
Check Amount: \$ 1,716.37
Check Date: 09/22/2021
Voucher Number: V0699795
Document Type: AP Invoice

Document Below

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INVOICE
NUMBER 12488

550

PAGE 1

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

SHIP COLLEGE OF DUPAGE
TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

9/14/21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER	CUSTOMER NUMBER		
9/14/21	net 30	10/14/21				E-BOOK ORDERS	1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
PROQUEST EBOOK CENTRAL BO 00002									
1 1U	BO 0000217/NR	WEST, NIG	9781538120323		JF	237.50	.0%	237.50	237.50
	HI STORICAL DICTIONARY OF COLD WAR INTELLIGENCE					NON-RETURNABLE			
1 3U	BO 0000217/NR/ID		9781620369487		LB	156.25	.0%	156.25	156.25
	TRANSFER EXPERIENCE: A HANDBOOK FOR CREATING A					NON-RETURNABLE			

2 * Service fee added, short or no discount Original 43-50 Sub Total LLM 393.75
TOTQTY from publisher Freight Surcharge .00 GST/Tax .00 Total US\$ 393.75

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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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

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"Miller, Larisa" <millerl@cod.edu>

BO # 0000217 Yankee Book Peddler Invoice # 12488

"Miller, Larisa" <millerl@cod.edu>

Tue, Sep 14, 2021 at 04:01 PM GMT

CC:

BCC:

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

1 attachment

ybp invoice 12488.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 993342
Invoice Date: 8/27/2021
PO Number: B0000217
Check Number: E0086351
Check Amount: \$ 1,716.37
Check Date: 09/22/2021
Voucher Number: V0699796
Document Type: AP Invoice

Document Below

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INVOICE
NUMBER 993342

SOLD COLLEGE OF DUPAGE
TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

SHIP COLLEGE OF DUPAGE
TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

PAGE 1

9/14/21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER	CUSTOMER NUMBER	
8/27/21	net 30	9/26/21					FIRM ORDER	1256-10	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1		MOLA, FRA 9780789338112			NA	17.98	19.0%	14.56	14.56
CITY LIVING: APARTMENTS, LOFTS, STUDIOS, AND									

1 * Service fee added, short or no discount Original 878-45 Sub Total 14.56
TOTQTY from publisher Freight Surcharge .00 GST/Tax .00 Total US\$ 14.56

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
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Attachments: [image001.png](#)
[image002.png](#)

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Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <stockl@cod.edu>
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"Miller, Larisa" <millerl@cod.edu>

Tue, Sep 14, 2021 at 04:04 PM GMT

CC:

BCC:

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

1 attachment

ybp invoice 993342.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 997292
Invoice Date: 9/1/2021
PO Number: B0000217
Check Number: E0086351
Check Amount: \$ 1,716.37
Check Date: 09/22/2021
Voucher Number: V0699834
Document Type: AP Invoice

Document Below

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Contoocook, NH 03229

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PHONE: AR: 855-876-3799 (toll-free) Customer Service: 603 746-3102 800 258-3774
1% Finance Charge per 30 days past due

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INVOICE
NUMBER 997292

550

PAGE 1

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TO: SRC 2034 LIBRARY
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

SHIP COLLEGE OF DUPAGE
TO: PRINT ACQ LIBRARY SRC 2034
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6599

9/14/21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
9/01/21	net 30	10/01/21	E-BOOK ORDERS				1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
EBSCOhost /ID									
1	/ID	ENDSLEY, 9781538145159			HV	43.50	.0%	43.50	43.50
1U	CRIMINAL JUSTICE PROFESSIONALS: A PRACTICAL						NON-RETURNABLE		
1	/ID	ENDSLEY, 9781538145197			TK	46.00	.0%	46.00	46.00
1U	DIGITAL COMMUNICATIONS PROFESSIONALS: A PRACTICAL						NON-RETURNABLE		
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From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicutt, 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

"Miller, Larisa" <millerl@cod.edu>

BO # 0000217 Yankee Book Peddler Invoice # 997292

"Miller, Larisa" <millerl@cod.edu>

Tue, Sep 14, 2021 at 04:07 PM GMT

CC:

BCC:

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

1 attachment

ybp invoice 997292.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1442509
Vendor Name: Yankee Book Peddler, Inc
Invoice Number: 998836
Invoice Date: 9/1/2021
PO Number: B0000217
Check Number: E0086351
Check Amount: \$ 1,716.37
Check Date: 09/22/2021
Voucher Number: V0700205
Document Type: AP Invoice

Document Below

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Please refer to invoice number
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INVOICE
NUMBER 998836

550
PAGE 1

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PRINT ACQUISITIONS
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9/01/21	net 30	10/01/21					RUSH DROPSHIP	1256-02	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
3			1433832178		SER	44.99	10.0%	40.49	121.47
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