

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083297
Vendor Name: Craftsman Book Co.
Invoice Number: 10782
Invoice Date: 9/3/2021
PO Number:
Check Number: E0086403
Check Amount: \$ 83.05
Check Date: 09/29/2021
Voucher Number: V0700659
Document Type: AP Invoice

Document Below

**CRAFTSMAN BOOK COMPANY**

6058 Corte del Cedro
Carlsbad, CA 92011
(760) 438-7828
FAX (760) 438-0398

9/21/21 Charge GL #
01-20-15240-5405000
LLM

INVOICE

CUSTOMER NO.	INVOICE NO.
60137203	10782

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College of Dupage
Libr Rm 2034 Stand. Ord.
425 Fawell Blvd.
Glen Ellyn, IL 60137

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College of Dupage
Libr Rm 2034 Stand. Ord.
425 Fawell Blvd.
Glen Ellyn, IL 60137

DATE	YOUR ORDER NO.	YOUR ORDER DATE	TERMS	ORDERED BY	
09/03/21			Net 10		
QUANTITY SHIPPED	TITLE		UNIT PRICE	Disc.	AMOUNT
1	2022 Nat Plumbing & HVAC Est ***** STANDING ORDER		98.25	20	78.60

DUNS 00-837-3896

REMITTANCE COPY

REMIT THIS
TOTAL

LLM

83.05

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
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SRC 2130L
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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>

Craftsman Invoice # 10782

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

Tue, Sep 21, 2021 at 05:49 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

craftsman invoice 10782.pdf