

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082133  
Vendor Name: Alibris  
Invoice Number: 86316732  
Invoice Date: 8/21/2021  
PO Number: B0000430  
Check Number: 0287837  
Check Amount: \$ 132.64  
Check Date: 10/12/2021  
Voucher Number: V0705710  
Document Type: AP Invoice

Document Below

9/29/21 BO # 0000430



1250 45th Street  
Emeryville, CA 94608  
<http://www.alibris.com/library>  
*Books you thought you'd never find.*

Page: 1 of 1  
Invoice: 86316732  
Invoice Date: Aug 21, 2021  
Due Date: Sep 20, 2021  
Customer Code: 135506  
Shipment ID: 79861917

## Invoice

Bill To: College of DuPage Library  
425 Fawell Boulevard  
SRC 3040  
Glen Ellyn, IL USA 60137  
Attn: Larisa Miller

Shipped To: Larisa Miller  
425 Fawell Boulevard  
SRC 2034  
Glen Ellyn, IL USA 60137  
Attn: College of DuPage Library

### Invoice Detail

Your PO #	Alibris Ref #	Order #	Title / Author / ISBN	Price	Shipping	Amount Due
20034	N/A	69068058-1	Mla Handbook / Modern Language Association Of America / 9781603292627	\$18.95	\$3.99	\$22.94
Items: 1				Totals: \$18.95	\$3.99	\$22.94
FID: 94-3300477				Total Due:	USD \$22.94	
Shipment ID: 79861917					LLM	

Thank you for your order. We appreciate your business.  
Please reference the Alibris Order # in any communications related to this invoice.  
Also please note that if you ordered multiple books from us, some books may ship separately.

Contact: [libraries@alibris.com](mailto:libraries@alibris.com)  
(877) ALIBRIS (254-2747)

Remit to: Alibris, inc.  
75 Remittance Drive  
Dept. 6046  
Chicago, IL 60675-6046

**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)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**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

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

---

**BO # 0000430 Alibris Invoice 86316732**

---

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

Wed, Sep 29, 2021 at 04:42 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](mailto:millerl@cod.edu)

---

**1 attachment**

alibris invoice 86316732.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082133  
Vendor Name: Alibris  
Invoice Number: 86316730  
Invoice Date: 8/21/2021  
PO Number: B0000430  
Check Number: 0287837  
Check Amount: \$ 132.64  
Check Date: 10/12/2021  
Voucher Number: V0705711  
Document Type: AP Invoice

Document Below

9/29/21 BO # 0000430



1250 45th Street  
Emeryville, CA 94608  
<http://www.alibris.com/library>  
*Books you thought you'd never find.*

Page: 1 of 1  
Invoice: 86316730  
Invoice Date: Aug 21, 2021  
Due Date: Sep 20, 2021  
Customer Code: 135506  
Shipment ID: 79861915

## Invoice

Bill To: College of DuPage Library  
425 Fawell Boulevard  
SRC 3040  
Glen Ellyn, IL USA 60137  
Attn: Larisa Miller

Shipped To: Larisa Miller  
425 Fawell Boulevard  
SRC 2034  
Glen Ellyn, IL USA 60137  
Attn: College of DuPage Library

### Invoice Detail

Your PO #	Alibris Ref #	Order #	Title / Author / ISBN	Price	Shipping	Amount Due
20034	N/A	69068058-3	Mla Handbook / Modern Language Association Of America / 9781603292627	\$18.95	\$2.99	\$21.94
Items: 1				Totals: \$18.95	\$2.99	\$21.94
FID: 94-3300477				Total Due:	USD \$21.94	
Shipment ID: 79861915					LLM	

Thank you for your order. We appreciate your business.  
Please reference the Alibris Order # in any communications related to this invoice.  
Also please note that if you ordered multiple books from us, some books may ship separately.

Contact: [libraries@alibris.com](mailto:libraries@alibris.com)  
(877) ALIBRIS (254-2747)

Remit to: Alibris, inc.  
75 Remittance Drive  
Dept. 6046  
Chicago, IL 60675-6046

**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)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**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

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

---

**BO # 0000430 Alibris Invoice 86316730**

---

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

Wed, Sep 29, 2021 at 04:43 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](mailto:millerl@cod.edu)

---

**1 attachment**

alibris invoice 86316730.pdf



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082133  
Vendor Name: Alibris  
Invoice Number: 86316729  
Invoice Date: 8/21/2021  
PO Number: B0000430  
Check Number: 0287837  
Check Amount: \$ 132.64  
Check Date: 10/12/2021  
Voucher Number: V0705712  
Document Type: AP Invoice

Document Below

9/29/21 BO # 0000430



1250 45th Street  
Emeryville, CA 94608  
<http://www.alibris.com/library>  
*Books you thought you'd never find.*

Page: 1 of 1  
Invoice: 86316729  
Invoice Date: Aug 21, 2021  
Due Date: Sep 20, 2021  
Customer Code: 135506  
Shipment ID: 79861914

## Invoice

Bill To: College of DuPage Library  
425 Fawell Boulevard  
SRC 3040  
Glen Ellyn, IL USA 60137  
Attn: Larisa Miller

Shipped To: Larisa Miller  
425 Fawell Boulevard  
SRC 2034  
Glen Ellyn, IL USA 60137  
Attn: College of DuPage Library

### Invoice Detail

Your PO#	Alibris Ref #	Alibris Order #	Title / Author / ISBN	Price	Shipping	Amount Due
20034	N/A	<a href="#">69068058-4</a>	Mla Handbook / Modern Language Association Of America / 9781603292627	\$18.95	\$2.99	\$21.94
Items: 1				Totals:	\$18.95	\$2.99 \$21.94
FID: 94-3300477				Total Due:		USD \$21.94
Shipment ID: 79861914						

Thank you for your order. We appreciate your business.  
Please reference the Alibris Order # in any communications related to this invoice.  
Also please note that if you ordered multiple books from us, some books may ship separately.

Contact: [libraries@alibris.com](mailto:libraries@alibris.com)  
(877) ALIBRIS (254-2747)

Remit to: Alibris, inc.  
75 Remittance Drive  
Dept. 6046  
Chicago, IL 60675-6046

**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)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**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

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

---

**BO # 0000430 Alibris Invoice 86316729**

---

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

Wed, Sep 29, 2021 at 04:44 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](mailto:millerl@cod.edu)

---

**1 attachment**


alibris invoice 86316729.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082133  
Vendor Name: Alibris  
Invoice Number: 86316731  
Invoice Date: 8/21/2021  
PO Number: B0000430  
Check Number: 0287837  
Check Amount: \$ 132.64  
Check Date: 10/12/2021  
Voucher Number: V0705713  
Document Type: AP Invoice

Document Below

9/29/21 BO # 0000430

 1250 45th Street  
Emeryville, CA 94608  
<http://www.alibris.com/library>  
*Books you thought you'd never find.*

Page: 1 of 1  
Invoice: 86316731  
Invoice Date: Aug 21, 2021  
Due Date: Sep 20, 2021  
Customer Code: 135506  
Shipment ID: 79861916

## Invoice

Bill To: College of DuPage Library  
425 Fawell Boulevard  
SRC 3040  
Glen Ellyn, IL USA 60137  
Attn: Larisa Miller

Shipped To: Larisa Miller  
425 Fawell Boulevard  
SRC 2034  
Glen Ellyn, IL USA 60137  
Attn: College of DuPage Library

### Invoice Detail

Your PO #	Alibris Ref #	Order #	Title / Author / ISBN	Price	Shipping	Amount Due
20034	N/A	<u>69068058-2</u>	Mla Handbook / Modern Language Association Of America / 9781603292627	\$18.95	\$2.99	\$21.94
Items: 1				Totals: \$18.95	\$2.99	\$21.94
FID: 94-3300477				Total Due:	USD \$21.94	
Shipment ID: 79861916					LLM	

Thank you for your order. We appreciate your business.  
Please reference the Alibris Order # in any communications related to this invoice.  
Also please note that if you ordered multiple books from us, some books may ship separately.

Contact: [libraries@alibris.com](mailto:libraries@alibris.com)  
(877) ALIBRIS (254-2747)

Remit to: Alibris, inc.  
75 Remittance Drive  
Dept. 6046  
Chicago, IL 60675-6046

**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)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**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

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

---

**BO # 0000430 Alibris Invoice 86316731**

---

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

Wed, Sep 29, 2021 at 04:43 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](mailto:millerl@cod.edu)

---

**1 attachment**

alibris invoice 86316731.pdf



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082133  
Vendor Name: Alibris  
Invoice Number: 86316727  
Invoice Date: 8/21/2021  
PO Number: B0000430  
Check Number: 0287837  
Check Amount: \$ 132.64  
Check Date: 10/12/2021  
Voucher Number: V0705714  
Document Type: AP Invoice

Document Below

9/29/21 BO # 0000430



1250 45th Street  
Emeryville, CA 94608  
<http://www.alibris.com/library>  
*Books you thought you'd never find.*

Page: 1 of 1  
Invoice: 86316727  
Invoice Date: Aug 21, 2021  
Due Date: Sep 20, 2021  
Customer Code: 135506  
Shipment ID: 79861912

## Invoice

Bill To: College of DuPage Library  
425 Fawell Boulevard  
SRC 3040  
Glen Ellyn, IL USA 60137  
Attn: Larisa Miller

Shipped To: Larisa Miller  
425 Fawell Boulevard  
SRC 2034  
Glen Ellyn, IL USA 60137  
Attn: College of DuPage Library

### Invoice Detail

Your PO#	Alibris Ref #	Order #	Title / Author / ISBN	Price	Shipping	Amount Due
20034	N/A	69068058-6	Mla Handbook / Modern Language Association Of America / 9781603292627	\$18.95	\$2.99	\$21.94
Items: 1				Totals:	\$18.95	\$2.99 \$21.94
FID: 94-3300477				Total Due:		USD \$21.94
Shipment ID: 79861912				LL		

Thank you for your order. We appreciate your business.  
Please reference the Alibris Order # in any communications related to this invoice.  
Also please note that if you ordered multiple books from us, some books may ship separately.

Contact: [libraries@alibris.com](mailto:libraries@alibris.com)  
(877) ALIBRIS (254-2747)

Remit to: Alibris, inc.  
75 Remittance Drive  
Dept. 6046  
Chicago, IL 60675-6046

**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)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**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

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

---

**BO # 0000430 Alibris Invoice 86316727**

---

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

Wed, Sep 29, 2021 at 04:45 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](mailto:millerl@cod.edu)

---

**1 attachment**

alibris invoice 86316727.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082133

Vendor Name: Alibris

Invoice Number: 86316728

Invoice Date: 8/21/2021

PO Number: B0000430

Check Number: 0287837

Check Amount: \$ 132.64


Check Date: 10/12/2021

Voucher Number: V0705715

Document Type: AP Invoice

Document Below

9/29/21 BO # 0000430

 1250 45th Street  
Emeryville, CA 94608  
<http://www.alibris.com/library>  
*Books you thought you'd never find.*

Page: 1 of 1  
Invoice: 86316728  
Invoice Date: Aug 21, 2021  
Due Date: Sep 20, 2021  
Customer Code: 135506  
Shipment ID: 79861913

## Invoice

Bill To: College of DuPage Library  
425 Fawell Boulevard  
SRC 3040  
Glen Ellyn, IL USA 60137  
Attn: Larisa Miller

Shipped To: Larisa Miller  
425 Fawell Boulevard  
SRC 2034  
Glen Ellyn, IL USA 60137  
Attn: College of DuPage Library

### Invoice Detail

Your PO #	Alibris Ref #	Order #	Title / Author / ISBN	Price	Shipping	Amount Due
20034	N/A	69068058-5	Mla Handbook / Modern Language Association Of America / 9781603292627	\$18.95	\$2.99	\$21.94
Items: 1				Totals:	\$18.95	\$2.99 \$21.94
FID: 94-3300477				Total Due:		USD \$21.94
Shipment ID: 79861913				LLM		

Thank you for your order. We appreciate your business.  
Please reference the Alibris Order # in any communications related to this invoice.  
Also please note that if you ordered multiple books from us, some books may ship separately.

Contact: [libraries@alibris.com](mailto:libraries@alibris.com)  
(877) ALIBRIS (254-2747)

Remit to: Alibris, inc.  
75 Remittance Drive  
Dept. 6046  
Chicago, IL 60675-6046

**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)



**Disclosure Statement:**

*Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.*

---

**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

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

---

**BO # 0000430 Alibris Invoice 86316728**

---

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

Wed, Sep 29, 2021 at 04:45 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](mailto:millerl@cod.edu)

---

**1 attachment**

alibris invoice 86316728.pdf