

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 35506  
Invoice Date: 10/4/2021  
PO Number: B0000217  
Check Number: E0086679  
Check Amount: \$ 2,810.71  
Check Date: 10/20/2021  
Voucher Number: V0710766  
Document Type: AP Invoice

Document Below

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INVOICE  
NUMBER 35506

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

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

PAGE 1

10/11/21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE	CUSTOMER ORDER NUMBER				CUSTOMER NUMBER		
10/04/21	net 30	11/03/21	STANDING ORDERS				1256-80		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1			9780593311257		PS	16.95	11.0%	15.09	15.09
BEST SHORT STORIES; 2021: THE O. HENRY PRIZE									
Ser: BEST SHORT STORIES: THE O. HENRY PRIZE WINNERS. V. 2021									
Standing orders are NONRETURNABLE.									
For questions about this invoice,									
please call Customer Service.									
*** ** Container IDs in this shipment ***									
*** 000004785709 ***									
*** ** ***									

1	* Service fee added, short or no discount	Original	236-99	Sub Total	15.09
TOTQTY	from publisher	Freight Surcharge	1.00	Total US\$	16.09
		GST/Tax	.00		

**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**  
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425 Fawell Blvd.  
SRC 2130L  
Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



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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

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

---

**BO # 0000217 Yankee Book Peddler Invoice # 35506**

---

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

Mon, Oct 11, 2021 at 01:29 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**

ybp invoice 35506.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 33161  
Invoice Date: 10/1/2021  
PO Number: B0000217  
Check Number: E0086679  
Check Amount: \$ 2,810.71  
Check Date: 10/20/2021  
Voucher Number: V0710885  
Document Type: AP Invoice

Document Below

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1% Finance Charge per 30 days past duePlease refer to invoice number  
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NUMBER

33161

PAGE 1

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

10/5/21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
10/01/21	net 30	10/31/21					FIRM ORDER		1256-10	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1		LOURIDAS, 9780262539029			QA	15.95	19.0%	12.92	12.92	
		ALGORITHMS.								
1		LEE, IRIN 9781474213875			NC	39.95	19.0%	32.36	32.36	
		CREATING A SUCCESSFUL GRAPHIC DESIGN PORTFOLIO								
1		FARBER, B 9780838947609			Z	74.99*		74.99	74.99	
		CREATING FUNDABLE GRANT PROPOSALS: PROFILES OF								
1		BASCOMB, 9780358508120			GV	16.99	19.0%	13.76	13.76	
		FASTER: HOW A JEWISH DRIVER, AN AMERICAN HEIRE								
1	BO 0000217	9780367557676			GR	44.95	19.0%	36.41	36.41	
		FOLKLORE, MAGIC, AND WITCHCRAFT: CULTURAL								
1		BLUM, AVR 9781108485067			QA	49.99	19.0%	40.49	40.49	
		FOUNDATIONS OF DATA SCIENCE.								
1		CASABONA, 9780136702566			QA	39.99	19.0%	32.39	32.39	
		HTML AND CSS.								
1		CAREY, PA 9780357107140			QA	149.95	19.0%	121.46	121.46	
		HTML 5 AND CSS: COMPREHENSIVE.								
1	BO 0000217	BAILEY, M 9780271089102			BF	21.95	19.0%	17.78	17.78	
		ORIGINS OF THE WITCHES' SABBATH.								
1		LARUS, EL 9781626378988			JQ	32.50	19.0%	26.33	26.33	
		POLITICS & SOCIETY IN CONTEMPORARY CHINA.								
1		SCHREIER, 9781538735497			HD	17.99	19.0%	14.57	14.57	
		PRESS RESET: RUIN AND RECOVERY IN THE VIDEO GA								
1		GOBET, FE 9781138216655			GV	14.95	19.0%	12.11	12.11	
		PSYCHOLOGY OF CHESS.								
1		VIAFORE, 9781098100667			QA	49.99	.0%	49.99	49.99	
		ROBUST PYTHON: WRITE CLEAN AND MAINTAINABLE CO								
1		JAHREN, H 9780525563389			QC	16.00	19.0%	12.96	12.96	
		STORY OF MORE: HOW WE GOT TO CLIMATE CHANGE AN								
1		LEVITIN, 9781524744205 .			QP	18.00	19.0%	14.58	14.58	
		SUCCESSFUL AGING: A NEUROSCIENTIST EXPLORES TH								

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from publisher

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PAGE 2

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GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE  
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425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6599

INVOICE DATE		TERMS		DUE DATE						CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
10/01/21		net 30		10/31/21						FIRM ORDER		1256-10	
QUANTITY	PURCHASE ORDER #		AUTHOR	ISBN			VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT		
1			KERNIGHAN 9780691219097				QA	125.00	19.0%	101.25	101.25		
	UNDERSTANDING THE DIGITAL WORLD: WHAT YOU NEED												
1	BO 0000217		ALSTERDAL 9780063115064				PS	28.99	19.0%	23.48	23.48		
	WE KNOW YOU REMEMBER.												

17	* Service fee added, short or no discount	Original	226-27		Sub Total	LLM	637.83
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	.00	Total US\$	637.83

**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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Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 33321  
Invoice Date: 10/1/2021  
PO Number: B0000217  
Check Number: E0086679  
Check Amount: \$ 2,810.71  
Check Date: 10/20/2021  
Voucher Number: V0710896  
Document Type: AP Invoice

Document Below

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below when writing or remitting.INVOICE  
NUMBER

33321

550

PAGE 1

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

10/5/21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER	CUSTOMER NUMBER		
10/01/21	net 30	10/31/21				E-BOOK ORDERS	1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
PROQUEST EBOOK CENTRAL									
1		ENGEL, BE	9780806540511			15.30	.0%	15.30	15.30
1U		ESCAPING EMOTIONAL ABUSE;HEALING FROM THE SHAM					NON-RETURNABLE		
1		SALZBERG, 9781523510962			BF	25.42	.0%	25.42	25.42
UA		REAL HAPPINESS: A 28-DAY PROGRAM TO REALIZE TH					NON-RETURNABLE		

2	* Service fee added,short or no discount	Original	226-30	Sub Total	LLM	40.72
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	Total US\$	40.72

**From:** [Brady, Scott](#)  
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**Cc:** [Hunnicut, Marianne](#); [Stock, Lisa](#)  
**Subject:** RE: Vendor Invoicing Procedures  
**Date:** Thursday, January 7, 2021 2:57:04 PM  
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**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto:stockl@cod.edu)>  
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Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 33320  
Invoice Date: 10/1/2021  
PO Number: B0000217  
Check Number: E0086679  
Check Amount: \$ 2,810.71  
Check Date: 10/20/2021  
Voucher Number: V0711092  
Document Type: AP Invoice

Document Below

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NUMBER

33320

PAGE 1

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

10/5/21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER			CUSTOMER NUMBER		
10/01/21	net 30	10/31/21					E-BOOK ORDERS			1256-50		
QUANTITY	PURCHASE ORDER #		AUTHOR	ISBN			VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
	EBSCOhost											
1	SCHWABISH 9780231550154						QA	23.99	.0%	23.99	23.99	
1U	BETTER DATA VISUALIZATIONS: A GUIDE FOR SCHOLA									NON-RETURNABLE		
1	9780737773316						DS	46.20	.0%	46.20	46.20	
1U	BURMA; ED. BY NOAH BERLATSKY.									NON-RETURNABLE		
1	SKILLICOR 9781000298611						QA	65.95	.0%	65.95	65.95	
1U	CYBERSECURITY FOR EVERYONE.									NON-RETURNABLE		
1	CORI, JAS 9781615193837						HQ	15.95	.0%	15.95	15.95	
1U	EMOTIONALLY ABSENT MOTHER: A GUIDE TO HEALING									NON-RETURNABLE		
1	HEDERA, V 9781789045703						BL	21.95	.0%	21.95	21.95	
1U	FOLKLORIC AMERICAN WITCHCRAFT AND THE									NON-RETURNABLE		
1	OSBORN, T 9781718501393						TK	19.99	.0%	19.99	19.99	
1U	HELLO WEB DESIGN: DESIGN FUNDAMENTALS AND									NON-RETURNABLE		
1	REIDER, N 9781646420551						GR	20.95	.0%	20.95	20.95	
1U	MOUNTAIN WITCHES: YAMAUBA.									NON-RETURNABLE		
1	CIESLA, R 9781484272862						QA	67.49	.0%	67.49	67.49	
3U	PROGRAMMING BASICS: GETTING STARTED WITH JAVA,									NON-RETURNABLE		
1	ELLMANN, 9781771964340						PR	13.99	.0%	13.99	13.99	
1U	THINGS ARE AGAINST US.									NON-RETURNABLE		
1	ZAMORA, J 9781619321779						PS	12.99	.0%	12.99	12.99	
1U	UNACCOMPANIED.									NON-RETURNABLE		
1	9781440870422						Z	75.00	.0%	75.00	75.00	
1U	UNDERSERVED PATRONS IN UNIVERSITY LIBRARIES:									NON-RETURNABLE		
1	/NR	BURCH, SA 9781487518387						QC	95.00	.0%	95.00	95.00
1U	UNDERSTANDING CLIMATE CHANGE: SCIENCE, POLICY,									NON-RETURNABLE		
12	* Service fee added,short or no discount											
TOTQTY	from publisher		Original	226-29				Sub Total		LLM	479.45	
			Freight Surcharge	.00		GST/Tax		.00		Total US\$	479.45	

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**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto:stockl@cod.edu)>  
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PO Number: B0000217  
Check Number: E0086679  
Check Amount: \$ 2,810.71  
Check Date: 10/20/2021  
Voucher Number: V0711421  
Document Type: AP Invoice

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36107

550

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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

10/17/21 BO # 0000217

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10/05/21	net 30	11/04/21				E-BOOK ORDERS	1256-50		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
EBSCOhost BO 0000217									
1	BO 0000217	KARMIN, A	9781684038404		BF	11.35	.0%	11.35	11.35
1U	INSTANT ANGER MANAGEMENT: QUICK AND SIMPLE CBT NON-RETURNABLE								

1	* Service fee added, short or no discount	Original	249-41		Sub Total	11.35
TOTQTY	from publisher	Freight Surcharge	.00	GST/Tax	Total US\$	LLM 11.35



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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**  
425 Fawell Blvd.  
SRC 2130L  
Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



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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

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 41139  
Invoice Date: 10/8/2021  
PO Number: B0000217  
Check Number: E0086679  
Check Amount: \$ 2,810.71  
Check Date: 10/20/2021  
Voucher Number: V0711422  
Document Type: AP Invoice

Document Below

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PAGE 1

SOLD COLLEGE OF DUPAGE  
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425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6599SHIP COLLEGE OF DUPAGE  
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10/13/21 BO # 0000217

INVOICE DATE	TERMS	DUE DATE				CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
10/08/21	net 30	11/07/21				FIRM ORDER		1256-10	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1	BO 0000217	COHEN, BE	9781682192573		KF	13.00	19.0%	10.53	10.53
	ABOVE THE LAW: HOW "QUALIFIED IMMUNITY" PROTEC								
1		LIGHTMAN, 9781536215618			PZ	17.99	19.0%	14.57	14.57
	ADA AND THE GALAXIES.								
1		CHRISTIAN 9780393868333			Q	20.00	19.0%	16.20	16.20
	ALIGNMENT PROBLEM: MACHINE LEARNING AND HUMAN								
1		ALSTON, B 9780062975164			PZ	17.99	19.0%	14.57	14.57
	AMARI AND THE NIGHT BROTHERS.								
1	BO 0000217/ID	REILLY, J 9781784272036			QL	24.00	19.0%	19.44	19.44
	ASCENT OF BIRDS: HOW MODERN SCIENCE IS REVEALI								
1		GRAY, AYA 9780593405680			PZ	18.99	19.0%	15.38	15.38
	BEASTS OF PREY.								
1		HUTCHINSON 9780063025226			PZ	17.99	19.0%	14.57	14.57
	BEFORE WE DISAPPEAR.								
1		ALLEN, JA 9780063137905			PS	16.99	19.0%	13.76	13.76
	BLACK GIRLS MUST DIE EXHAUSTED: A NOVEL.								
1		COLE, TEJ 9780226641355			NX	22.50	19.0%	18.23	18.23
	BLACK PAPER: WRITING IN A DARK TIME.								
1		MICHEL, L 9780316628723			PS	27.00	19.0%	21.87	21.87
	BODY SCOUT.								
1		OZEKI, RU 9780399563645			PS	30.00	19.0%	24.30	24.30
	BOOK OF FORM AND EMPTINESS.								
1		VENKATRAM 9780593112472			PZ	17.99	19.0%	14.57	14.57
	BORN BEHIND BARS.								
1		FERRIS, J 9780316333535			PS	28.00	19.0%	22.68	22.68
	CALLING FOR CHARLIE BARNES: A NOVEL.								
1		SEDARIS, 9780316558792			PS	32.00	19.0%	25.92	25.92
	CARNIVAL OF SNACKERY: DIARIES (2003-2020).								
1		CALEJO, R 9781534426580			PZ	18.99	19.0%	15.38	15.38
	CHARLIE HERNANDEZ AND THE LEAGUE OF SHADOWS.								

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10/08/21	net 30	11/07/21					FIRM ORDER		1256-10	
QUANTITY	PURCHASE ORDER #		AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1			9781138370043			QC	44.95	19.0%	36.41	36.41
	CLIMATE REALISM: THE AESTHETICS OF WEATHER AND									
1			MFUME, TI 9781475839609			LC	36.00	19.0%	29.16	29.16
	COLLEGE COMPLETION GLASS--HALF-FULL OR									
1			SPINELLI, 9780593306673			PZ	17.99	19.0%	14.57	14.57
	DEAD WEDNESDAY.									
1			HOFFMAN, 9781503614819			LC	14.00	19.0%	11.34	11.34
	ENGAGED SCHOLAR: EXPANDING THE IMPACT OF ACADE									
1			DICAMILLO 9781536203530			PZ	5.99	19.0%	4.85	4.85
	EUGENIA LINCOLN AND THE UNEXPECTED PACKAGE: TA									
1			HO, JOANN 9780062915627			PZ	17.99	19.0%	14.57	14.57
	EYES THAT KISS IN THE CORNERS.									
1			TOEWS, MI 9781635578171			PR	24.00	19.0%	19.44	19.44
	FIGHT NIGHT.									
1			DICAMILLO 9780763690885			PZ	5.99	19.0%	4.85	4.85
	FRANCINE POULET MEETS THE GHOST RACCOON.									
1			WILLIAMS, 9780525657569			PS	26.00	19.0%	21.06	21.06
	HARROW: A NOVEL.									
1			TATAR, MA 9781631498817			PN	30.00	19.0%	24.30	24.30
	HEROINE WITH 1,001 FACES.									
1			GABLE, RA 9780691190761			LB	27.95	19.0%	22.64	22.64
	HIDDEN CURRICULUM: FIRST GENERATION STUDENTS A									
1			BOK, DERE 9780691205809			LA	29.95	19.0%	24.26	24.26
	HIGHER EXPECTATIONS: CAN COLLEGES TEACH STUDEN									
1			LALLI, SO 9780593100950			PS	17.00	19.0%	13.77	13.77
	HOLLY JOLLY DIWALI.									
1			HIRANANDA 9780525555032			PZ	17.99	19.0%	14.57	14.57
	HOW TO FIND WHAT YOU'RE NOT LOOKING FOR.									
1			BLACKBURN 9780374602796			PS	16.00	19.0%	12.96	12.96
	HOW TO WRESTLE A GIRL.									

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QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1		ASCANOIO, 9780884487883			PZ	18.95	19.0%	15.35	15.35	
		I AM SMOKE.								
1		WATKINS, 9780593330210			PS	27.00	19.0%	21.87	21.87	
		I LOVE YOU BUT I'VE CHOSEN DARKNESS.								
1		COOPER, D 9781641293044			PS	25.00	19.0%	20.25	20.25	
		I WISHED.								
1	BO 0000217	HOLLINGS, 9780063142930			JA	28.99	19.0%	23.48	23.48	
		I'LL TAKE YOUR QUESTIONS NOW.								
1		SAHLBERG, 9780393714005			LA	25.95	19.0%	21.02	21.02	
		IN TEACHERS WE TRUST: THE FINNISH WAY TO								
1		ZENTNER, 9781524720247			PZ	17.99	19.0%	14.57	14.57	
		IN THE WILD LIGHT.								
1		BEAUVOIR, 9780063075047			PQ	26.99	19.0%	21.86	21.86	
		INSEPARABLE: A NEVER-BEFORE-PUBLISHED NOVEL;								
1		YOON, YEO 9781632062772			PZ	18.95	19.0%	15.35	15.35	
		IT'S OK, SLOW LIZARD.								
1		CREECH, B 9780367359881			PN	59.95	19.0%	48.56	48.56	
		JOURNALISM EDUCATION FOR THE DIGITAL AGE:								
1		LO, MALIN 9780525555254			PZ	18.99	19.0%	15.38	15.38	
		LAST NIGHT AT THE TELEGRAPH CLUB.								
1		MCGREGOR, 9781646220991			PS	26.00	19.0%	21.06	21.06	
		LEAN FALL STAND.								
1		MARTIN, C 9780316428262			LC	28.00	19.0%	22.68	22.68	
		LEARNING IN PUBLIC: LESSONS FOR A RACIALLY								
1		KHOR, SHI 9780525554882			PZ	22.99	19.0%	18.62	18.62	
		LEGEND OF AUNTIE PO.								
1		PAASEWE-V 9780062993618			PZ	16.99	19.0%	13.76	13.76	
		LEOPARD BEHIND THE MOON.								
1		HAAKER, M 9781526492524			HA	9.00	19.0%	7.29	7.29	
		LITTLE QUICK FIX: CHOOSE YOUR STATISTICAL TEST								

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QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1		TRIVEDY, 9781529741360			LB	9.99	19.0%	8.09	8.09	
		LITTLE QUICK FIX: PLAN YOUR RESEARCH PROJECT.								
1		THOMAS, R 9781529701258			LB	9.00	19.0%	7.29	7.29	
		LITTLE QUICK FIX: TURN YOUR LITERATURE REVIEW								
1		JONES, DA 9781338681628			BF	26.99	.0%	26.99	26.99	
		LIVING GHOSTS AND MISCHIEVOUS MONSTERS: CHILLI								
1		MCBRIDE, 9781250780362			PZ	18.99	19.0%	15.38	15.38	
		ME MOTH.								
1		SPURR, EM 9780593332733			PS	17.00	19.0%	13.77	13.77	
		MILLION THINGS.								
1		MCLEMORE, 9781250624123			PZ	18.99	19.0%	15.38	15.38	
		MIRROR SEASON.								
1		PHEBY, AL 9781250817211			PR	29.99	19.0%	24.29	24.29	
		MORDEW.								
1		GROSSMAN, 9780593318911			PJ	27.00	19.0%	21.87	21.87	
		MORE THAN I LOVE MY LIFE; TRANS. BY JESSICA CO								
1		PEARSON, 9781525303180			PZ	17.99	.0%	17.99	17.99	
		MY WORDS FLEW AWAY LIKE BIRDS.								
1		VOURVOULI 9780762497478			E	17.99	19.0%	14.57	14.57	
		NUESTRA AMERICA: 30 INSPIRING LATINAS/LATINOS								
1		BAILAR, S 9780593379462			PZ	16.99	19.0%	13.76	13.76	
		OBIE IS MAN ENOUGH.								
1		JONES, GA 9780807033494			PS	27.95	19.0%	22.64	22.64	
		PALMARES.								
1		ZOBOI, IB 9780062915641			E	19.99	19.0%	16.19	16.19	
		PEOPLE REMEMBER.								
1		ROBINSON, 9780593184905			PN	27.00	19.0%	21.87	21.87	
		PLEASE DON'T SIT ON MY BED IN YOUR OUTSIDE								
1		GRIFFIN, 9780393651904			PS	26.95	19.0%	21.83	21.83	
		READ UNTIL YOU UNDERSTAND: THE PROFOUND WISDOM								

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QUANTITY	PURCHASE ORDER #		AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1			MATTSON,	9780063079915		PS	27.99	19.0%	22.67	22.67	
	REPRIEVE.										
1			HAJDU, DA	9780231191821		PN	19.95	19.0%	16.16	16.16	
	REVOLUTION IN THREE ACTS: THE RADICAL VAUDEVIL										
1			SINATRA,	9780190944681		Q	35.00	19.0%	28.35	28.35	
	SCIENCE DENIAL: WHY IT HAPPENS AND WHAT TO DO										
1			LIM, EUGE	9781566896177		PS	16.95	19.0%	13.73	13.73	
	SEARCH HISTORY.										
1			LARocca,	9781499810752		QH	17.99	19.0%	14.57	14.57	
	SECRET CODE INSIDE YOU.										
1			WILLIAMS-	9780062367297		PZ	17.99	19.0%	14.57	14.57	
	SITTING IN ST. JAMES.										
1			FIPPS, LI	9781984814500		PZ	17.99	19.0%	14.57	14.57	
	STARFISH.										
1			TORRES, J	9781525303340		PZ	17.99	.0%	17.99	17.99	
	STEALING HOME.										
1			DICAMILLO	9781536219043		PN	5.99	19.0%	4.85	4.85	
	STELLA ENDICOTT AND THE ANYTHING-IS-POSSIBLE P										
1			YOUNG, KE	9781524732561		PS	27.00	19.0%	21.87	21.87	
	STONES: POEMS.										
1			ADDERSON,	9781773065724		PZ	16.99	19.0%	13.76	13.76	
	SUNNY DAYS INSIDE.										
1			GERMANO,	9780691192208		LB	24.95	19.0%	20.21	20.21	
	SYLLABUS: THE REMARKABLE, UNREMARKABLE DOCUMEN										
1			BOYLE, T.	9780063052857		PS	27.99	19.0%	22.67	22.67	
	TALK TO ME: A NOVEL.										
1			LOCKETTE,	9781644210826		PZ	18.95	19.0%	15.35	15.35	
	TELL IT TRUE.										
1			HAMYA, JO	9780358572091		PR	25.00	19.0%	20.25	20.25	
	THREE ROOMS.										

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QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1		MORSTAD,	9780735267541		PZ	18.99	19.0%	15.38	15.38	
		TIME IS A FLOWER.								
1		WOLITZER,	9781635577624		PS	26.00	19.0%	21.06	21.06	
		TODAY A WOMAN WENT MAD IN THE SUPERMARKET:								
1		LUKOFF, K	9780593111154		PZ	16.99	19.0%	13.76	13.76	
		TOO BRIGHT TO SEE.								
1		LONDON, B	9781838663582		N	19.95	19.0%	16.16	16.16	
		VIDEO/ART: THE FIRST FIFTY YEARS.								
1		CHANCY, M	9781951142766		PR	27.95	19.0%	22.64	22.64	
		WHAT STORM, WHAT THUNDER.								
1	BO 0000217		9781476683928		HV	19.99	.0%	19.99	19.99	
		WHEN HOME IS NOT SAFE: WRITINGS ON DOMESTIC								
1		CLARKE, M	9781536222388		PZ	16.99	19.0%	13.76	13.76	
		WHEN WE SAY BLACK LIVES MATTER.								
1		DICAMILLO	9780763697587		PZ	5.99	19.0%	4.85	4.85	
		WHERE ARE YOU GOING, BABY LINCOLN?.								
1		JACKSON,	9780063029095		PZ	18.99	19.0%	15.38	15.38	
		WHITE SMOKE.								
1		BUITRAGO,	9781773064567		PZ	19.99	19.0%	16.19	16.19	
		WOUNDED FALCONS.								
1		GLASGOW,	9780525708049		PZ	18.99	19.0%	15.38	15.38	
		YOU'D BE HOME NOW.								
1		GOLDSTEIN	9781612198385		QC	19.99	19.0%	16.19	16.19	
		100% SOLUTION: A PLAN FOR SOLVING CLIMATE CHAN								

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**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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**Scott L. Brady, CPA**  
**Interim Chief Financial Officer**  
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425 Fawell Blvd.  
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Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



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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

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 34056  
Invoice Date: 10/11/2021  
PO Number: B0000217  
Check Number: E0086679  
Check Amount: \$ 2,810.71  
Check Date: 10/20/2021  
Voucher Number: V0711423  
Document Type: AP Invoice

Document Below

## RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Contoocook, NH 03229

**GOBI** Library Solutions from EBSCO

A service of YBP, Inc. FEIN 02-0302143

Remit to: PO Box 277991 Atlanta, GA 30384-7991 USA

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

34056

PAGE 1

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

10/14/21 BO # 0000217

INVOICE DATE		TERMS		DUE DATE						CUSTOMER ORDER NUMBER		CUSTOMER NUMBER	
10/11/21		net 30		11/10/21						FIRM ORDER		1256-10	
QUANTITY	PURCHASE ORDER #		AUTHOR	ISBN			VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT		
1	BO 0000217		BENNETT J	9780300246674			DS	28.00	19.0%	22.68	22.68		
	BHUTTO DYNASTY.												
1			SULLIVAN, 9780674737457				E	39.95	19.0%	32.36	32.36		
	JUSTICE RISING: ROBERT KENNEDY'S AMERICA IN BL												

**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**  
425 Fawell Blvd.  
SRC 2130L  
Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



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