

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1513983  
Vendor Name: Greenhaven Publishing, Llc  
Invoice Number: GRL5037031  
Invoice Date: 10/5/2021  
PO Number: P0000910  
Check Number: E0086745  
Check Amount: \$ 645.75  
Check Date: 10/27/2021  
Voucher Number: V0711677  
Document Type: AP Invoice

Document Below



10/5/21 PO # 0000910

Page 1 of 2

## INVOICE

|                      |                   |
|----------------------|-------------------|
| Document No.         | GRL503703I        |
| Document Date        | 24-September-2021 |
| Billing Account No.  | 1000134307        |
| Shipping Account No. | 1000134307        |

## Remit To:

Greenhaven Publishing LLC  
PO Box 21086  
New York, New York 10087  
Customer Service: tel (844) 317-7404 | fax (844) 317-7405  
Billing: tel (866) 239-9333 | fax (212) 614-7386

Fed Tax ID: 81-2090160

## Bill To:

## Ship to:

College Of Dupage Library  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6708

Standing Order/ College Of  
Dupage Library  
425 FAWELL BLVD  
GLEN ELLYN IL 60137-6708

| Line | ISBN          | Description   | Qty | Price  | % Disc. | Net    | Shipping | Tax  | Total  |
|------|---------------|---|-----|--------|---------|--------|----------|------|--------|
| 1    | 9781534508286 | Current Controversies (Fall 2021)<br>(Library Set)<br>(Standard) PO#: STANDINGORDERCD | 1   | 243.60 | 0.00%   | 243.60 | 0.00     | 0.00 | 243.60 |
|      | 9781534507746 | The Internet of Things<br>1 copy supplied.  |     |        |         |        |          |      |        |
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|----------------|---------------|---|-----|-------|---------|-----|----------|------|--------|
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| <b>Totals:</b> |               |   |     |       |         |     | 645.75   | 0.00 | 0.00   |
|                |               |   |     |       |         |     |          |      | 645.75 |

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|                |          |
|----------------|----------|
| Document Total | \$645.75 |
| Amount Due     | \$645.75 |

LLM

**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  
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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