

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 314263  
Invoice Date: 5/20/2022  
PO Number: B0000217  
Check Number: E0090209  
Check Amount: \$ 477.21  
Check Date: 06/21/2022  
Voucher Number: V0742195  
Document Type: AP Invoice

Document Below

RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Conteocook, 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: 803 746-3102 800 258-3774  
1% Finance Charge per 30 days past duePlease refer to invoice number  
below when writing or remitting.**INVOICE  
NUMBER****314263**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

5/24/22 BO # 0000217

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER	CUSTOMER NUMBER	
5/20/22	net 30	6/19/22					SPECIAL ORDERS	1256-05	
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT
1	BO 0000217	WHITE, GA	9780593189979		HD	27.00	19.0%	21.87	21.87
	WORTH OF WATER: OUR STORY OF CHASING SOLUTIONS								
1	BO 0000217	VANG, MAI	9781644450659		PS	17.00	19.0%	13.77	13.77
	YELLOW RAIN: POEMS.								
1	BO 0000217		9780763690366		Z	18.99	19.0%	15.38	15.38
	YOU CAN'T SAY THAT: WRITERS FOR YOUNG PEOPLE T								
1	BO 0000217	VAN DREAL	9781475862669		LB	35.00	19.0%	28.35	28.35
	YOUTH VIOLENCE PREVENTION: THE PATHWAY BACK								
1	BO 0000217	PERRY, GR	9781250760142		HQ	16.99	19.0%	13.76	13.76
	2000S MADE ME GAY: ESSAYS ON POP CULTURE.								
1	BO 0000217	PALANGO,	9781039001275		G	20.00	19.0%	16.20	16.20
	22 MURDERS: INVESTIGATING THE MASSACRES, COVER								

6	* Service fee added, short or no discount	Original	669-77	Sub Total	109.33
TOTQTY	from publisher	Freight Surcharge	1.64	Total US\$	110.97
		GST/Tax	.00		

**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](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 # 0000217 Yankee Book Peddler Invoice 314263**

---

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

Tue, May 24, 2022 at 07:45 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**

ybp invoice 314263.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1442509  
Vendor Name: Yankee Book Peddler, Inc  
Invoice Number: 322303  
Invoice Date: 5/27/2022  
PO Number: B0000217  
Check Number: E0090209  
Check Amount: \$ 477.21  
Check Date: 06/21/2022  
Voucher Number: V0742200  
Document Type: AP Invoice

Document Below

RETURN BOOKS ONLY TO:

YBP Library Services

999 Maple St.

Conteocook, 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: 803 746-3102 800 258-3774  
1% Finance Charge per 30 days past duePlease refer to invoice number  
below when writing or remitting.**INVOICE  
NUMBER****322303**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

6/1/22 BO # 0000217

INVOICE DATE	TERMS	DUE DATE					CUSTOMER ORDER NUMBER	CUSTOMER NUMBER		
5/27/22	net 30	6/26/22					SPECIAL ORDERS	1256-05		
QUANTITY	PURCHASE ORDER #	AUTHOR	ISBN		VOL #	LIST PRICE	DISCOUNT	SINGLE NET	NET AMOUNT	
1	BO 0000217	KEYS, TRU	9781476677552		HV	29.95	.0%	29.95	29.95	
	CELEBRITIES AGAINST VIOLENCE: CASE STUDIES IN									
1	BO 0000217	BATUMAN,	9780525557593		PS	27.00	19.0%	21.87	21.87	
	EITHER/OR.									
1	BO 0000217	MANI ON, J	9781108483803		HQ	26.00	19.0%	21.06	21.06	
	FEMALE HUSBANDS: A TRANS HISTORY.									
1	BO 0000217	ROBERTS,	9781647820183		HG	30.00	19.0%	24.30	24.30	
	KINGS OF CRYPTO: ONE STARTUP'S QUEST TO TAKE									

4	* Service fee added, short or no discount	Original	737-92	Sub Total	97.18
TOTQTY	from publisher	Freight Surcharge	1.46	Total US\$	98.64
		GST/Tax	.00		

**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](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 # 0000217 Yankee Book Peddler Invoice 322303**

---

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

Wed, Jun 1, 2022 at 04:05 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 322303.pdf