

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 453667698489

Invoice Date: 3/9/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0736726

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON

P.O.BOX 530958

ATLANTA, GA 30353-0958

4/11/22 BO # 0000218

For Inquiries, call at :

866-634-8381

Invoice # : 453667698489 30Z

Account Number : xxxxxx9203

Company Name : COLLEGE OF DUPAGE LIBRARY

Address : ATTN: LARISA MILLER

425 FAWELL BLVD

GLEN ELLYN, IL, 60137

**Trans #:** 55019717 **P.O.#/Job Name:**  
**Sale Date:** 03/09/2022 **Store:** 0003  
**Due Date:** 05/09/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price            | Ex Price       |
|------------|--------------------------------|-----|------|------------------|----------------|
| 194975944X | When You're Ready, This Is How | 1   | EA   | \$17.99          | \$17.99        |
| MISC       | SHIPPING AND TAX               | 1   | EA   | \$9.69           | \$9.69         |
|            | SALES TAX                      | 1   | EA   | \$0.00           | \$0.00         |
|            |                                |     |      | <b>Subtotal:</b> | <b>\$27.68</b> |

|                                  |                |
|----------------------------------|----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>  |
| <b>Total Invoice:</b>            | <b>\$27.68</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>  |
| <b>Payments Applied:</b>         | <b>\$0.00</b>  |
| <b>Total Amount Outstanding:</b> | <b>\$27.68</b> |

**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)



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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 # 0000218 Amazon Invoice 453667698489**

---

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

Mon, Apr 11, 2022 at 08:09 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**

amazon invoice 453667698489.pdf



Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 966568393768

Invoice Date: 4/8/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0736727

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 4/12/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice # : 966568393768 P0D  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55562278 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/08/2022 **Store:** 0001  
**Due Date:** 06/10/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price            | Ex Price        |
|------------|--------------------------------|-----|------|------------------|-----------------|
| 1421442574 | The Great Upheaval: Higher Edu | 30  | EA   | \$25.91          | \$777.30        |
|            | SALES TAX                      | 1   | EA   | \$0.00           | \$0.00          |
|            |                                |     |      | <b>Subtotal:</b> | <b>\$777.30</b> |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>   |
| <b>Total Invoice:</b>            | <b>\$777.30</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>   |
| <b>Payments Applied:</b>         | <b>\$0.00</b>   |
| <b>Total Amount Outstanding:</b> | <b>\$777.30</b> |

**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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Glen Ellyn, IL 60137-6599  
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**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

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

---

**BO # 0000218 Amazon Invoice 966568393768**

---

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

Tue, Apr 12, 2022 at 02:16 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**

amazon invoice 966568393768.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 459783975659

Invoice Date: 4/11/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0736728

Document Type: AP Invoice

Document Below

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SYNCB/AMAZON 4/15/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice # : 459783975659 UOK  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55624140 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/11/2022 **Store:** 0001  
**Due Date:** 06/13/2022 **Buyer Name:**

| SKU         | Description                       | Qty | Unit | Price   | Ex Price |
|-------------|-----------------------------------|-----|------|---------|----------|
| 1733407634  | Jobseeker's Guide: Ten Steps t    | 1   | EA   | \$15.95 | \$15.95  |
| 1260084965  | PHLEBOTOMY: A<br>COMPETENCY BASED | 1   | EA   | \$76.20 | \$76.20  |
| 1398603694  | Social Media Marketing for Bus    | 1   | EA   | \$39.95 | \$39.95  |
| B09MDJ K34P | Dune (DVD + Digital)              | 1   | EA   | \$19.96 | \$19.96  |
| 1538140616  | Exploring Careers in Cybersecu    | 2   | EA   | \$35.00 | \$70.00  |
| 1107479878  | The Cambridge Companion to<br>Spl | 1   | EA   | \$32.57 | \$32.57  |
|             | SALES TAX                         | 1   | EA   | \$0.00  | \$0.00   |
| 1789384494  | Worlds Unbound: The Art of tea    | 1   | EA   | \$40.00 | \$40.00  |
| 0691212465  | Weak Strongman: The Limits of     | 1   | EA   | \$24.91 | \$24.91  |
| 1476673101  | Cities and Homelessness:<br>Essay | 1   | EA   | \$39.95 | \$39.95  |
| 3658349816  | Africa: An Introduction to His    | 1   | EA   | \$37.99 | \$37.99  |
| 0826146929  | 101+ Careers in Public Health,    | 1   | EA   | \$36.49 | \$36.49  |
| 1621966941  | American Ideas of Equality: A     | 1   | EA   | \$39.99 | \$39.99  |
| 1538159260  | Childcare Professionals: A Pra    | 1   | EA   | \$35.00 | \$35.00  |
| 0367476533  | Creative Arts Therapy Careers:    | 1   | EA   | \$34.95 | \$34.95  |
| 0520295293  | How the Shopping Cart<br>Explains | 1   | EA   | \$24.95 | \$24.95  |
| B08WP2BFR3  | Federal Hiring Advice: Your Gu    | 1   | EA   | \$14.99 | \$14.99  |
| 1632651971  | Turn Your Fandom Into Cash: A     | 1   | EA   | \$17.95 | \$17.95  |
| 1637630638  | From CO to CEO: A Practical<br>Gu | 1   | EA   | \$27.00 | \$27.00  |
| 1138208612  | Fashion Entrepreneurship: The     | 1   | EA   | \$51.63 | \$51.63  |
| 1978802951  | Healthcare and Human Dignity:     | 1   | EA   | \$28.40 | \$28.40  |
| 0367691582  | Secularism: The Basics            | 1   | EA   | \$24.95 | \$24.95  |
| 1538151383  | North Korea in a Nutshell: A C    | 1   | EA   | \$34.00 | \$34.00  |
| 1538159287  | Medical Technicians: A Practic    | 1   | EA   | \$35.00 | \$35.00  |
| 1509545638  | The Age of Fitness: How the Bo    | 1   | EA   | \$13.99 | \$13.99  |

**Subtotal:** \$816.77

**Tax:** \$0.00

**Total Invoice:** \$816.77

**Adjustments:** \$0.00

**Payments Applied:** \$0.00

**Total Amount Outstanding:** \$816.77

**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,

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**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

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

---

**BO # 0000218 Amazon Invoice 459783975659**

---

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

Fri, Apr 15, 2022 at 01:18 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**

amazon invoice 459783975659.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 836946968868

Invoice Date: 4/8/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0736729

Document Type: AP Invoice

Document Below

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P.O.BOX 530958

ATLANTA, GA 30353-0958

4/12/22 BO # 0000218

For Inquiries, call at :  
866-634-8381

Invoice # : 836946968868 OOR

Account Number : xxxxxx9203

Company Name : COLLEGE OF DUPAGE LIBRARY

Address : ATTN: LARISA MILLER

425 FAWELL BLVD

GLEN ELLYN, IL, 60137

**Trans #:** 55562287 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/08/2022 **Store:** 0001  
**Due Date:** 06/10/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price            | Ex Price        |
|------------|--------------------------------|-----|------|------------------|-----------------|
| 1501102893 | The Trials of Harry S. Truman: | 1   | EA   | \$26.79          | \$26.79         |
| 1469664844 | Seeing Red: Indigenous Land, A | 1   | EA   | \$34.95          | \$34.95         |
| 0300196806 | Cornwallis: Soldier and States | 1   | EA   | \$31.50          | \$31.50         |
| 1474486789 | A Continental Guide to Philoso | 1   | EA   | \$20.95          | \$20.95         |
| 1479812536 | Smart Suits, Tattered Boots    | 1   | EA   | \$27.00          | \$27.00         |
| 0197511082 | Menergy: San Francisco's Gay D | 1   | EA   | \$30.35          | \$30.35         |
| 1541600835 | The Social Lives of Animals    | 1   | EA   | \$25.15          | \$25.15         |
|            | SALES TAX                      | 1   | EA   | \$0.00           | \$0.00          |
| 1316512207 | She Is Weeping: An Intellectua | 1   | EA   | \$39.00          | \$39.00         |
| 0198836856 | Urban Evolutionary Biology     | 1   | EA   | \$39.67          | \$39.67         |
| 1982139161 | Watergate: A New History       | 1   | EA   | \$21.99          | \$21.99         |
| 1498583555 | Our Biosocial Brains: The Cult | 1   | EA   | \$39.99          | \$39.99         |
| 163388757X | Marse: A Psychological Portrai | 1   | EA   | \$27.95          | \$27.95         |
| 022644886X | A Conspiratorial Life: Robert  | 1   | EA   | \$25.33          | \$25.33         |
| 1477323856 | Rethinking the Inka: Community | 1   | EA   | \$65.00          | \$65.00         |
| 0300230974 | Strange Natures: Conservation  | 1   | EA   | \$29.49          | \$29.49         |
| 0824595009 | A Blessing to Each Other: A Ne | 1   | EA   | \$34.95          | \$34.95         |
| 1538140659 | Our Environmental Handprints:  | 1   | EA   | \$36.00          | \$36.00         |
| 132890024X | The Color Of Abolition: How a  | 1   | EA   | \$23.24          | \$23.24         |
| 1474285570 | Writing the History of Slavery | 1   | EA   | \$39.95          | \$39.95         |
| 1399006762 | The Origins of Judaism, Christ | 1   | EA   | \$18.20          | \$18.20         |
| 1538154870 | Whispers of the Gods: Tales fr | 1   | EA   | \$21.35          | \$21.35         |
| 1108824250 | Before and After the Fall: Wor | 1   | EA   | \$34.29          | \$34.29         |
| 1108948758 | Witchcraft and the Modern Rome | 1   | EA   | \$20.00          | \$20.00         |
| 1032056207 | Rising Fascism in America (Cri | 1   | EA   | \$42.95          | \$42.95         |
| 1503627780 | Can We Unlearn Racism?: What S | 1   | EA   | \$28.00          | \$28.00         |
| 1646421833 | Beyond the Betrayal: The Memoi | 1   | EA   | \$34.95          | \$34.95         |
|            |                                |     |      | <b>Subtotal:</b> | <b>\$818.99</b> |

**Tax:** \$0.00**Total Invoice:** \$818.99

|                           |                |
|---------------------------|----------------|
| Adjustments:              | \$0.00         |
| Payments Applied:         | \$0.00         |
| Total Amount Outstanding: | <hr/> \$818.99 |

**From:** [Brady, Scott](#)  
**To:** [McIntosh, Jennifer](#)  
**Cc:** [Hunnicut, Marianne](#); [Stock, Lisa](#)  
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**Date:** Thursday, January 7, 2021 2:57:04 PM  
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**BO # 0000218 Amazon Invoice 836946968868**

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

Tue, Apr 12, 2022 at 02:15 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)

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**1 attachment**

amazon invoice 836946968868.pdf

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Drawer: Accounts Payable - Invoices

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Invoice Number: 784933398686

Invoice Date: 4/9/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0736730

Document Type: AP Invoice

Document Below

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ATLANTA, GA 30353-0958

4/12/22 BO # 0000218

For Inquiries, call at :  
866-634-8381

Invoice # : 784933398686 QJJ  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55562290 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/09/2022 **Store:** 0001  
**Due Date:** 06/10/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price            | Ex Price        |
|------------|--------------------------------|-----|------|------------------|-----------------|
| 1789247233 | Changing Human Behaviour to En | 1   | EA   | \$47.00          | \$47.00         |
| 0813154308 | A Diplomatic Meeting: Reagan,  | 1   | EA   | \$45.00          | \$45.00         |
| 135006114X | Art Nouveau: Art, Architecture | 1   | EA   | \$34.95          | \$34.95         |
| 3035620725 | Erich Mendelsohn: Buildings an | 1   | EA   | \$66.56          | \$66.56         |
| 0195382374 | Manhattan Phoenix: The Great F | 1   | EA   | \$34.72          | \$34.72         |
| 183976418X | Dissidents among Dissidents: I | 1   | EA   | \$27.49          | \$27.49         |
| 1517909880 | Life in Plastic: Artistic Resp | 1   | EA   | \$27.00          | \$27.00         |
| 1625346255 | A Cultural Arsenal for Democra | 1   | EA   | \$28.95          | \$28.95         |
| 3967040119 | The Art of Protest: Political  | 1   | EA   | \$45.44          | \$45.44         |
| 0252044479 | The House That Madigan Built:  | 1   | EA   | \$24.79          | \$24.79         |
| 1648960235 | Immortal Axes: Guitars That Ro | 1   | EA   | \$36.00          | \$36.00         |
| 0593239881 | All the White Friends I Couldn | 1   | EA   | \$21.74          | \$21.74         |
| 1984881922 | Professional Troublemaker: The | 1   | EA   | \$14.27          | \$14.27         |
| 1643138715 | Hannibal: Rome's Greatest Enem | 1   | EA   | \$22.32          | \$22.32         |
| 0525520457 | God: An Anatomy                | 1   | EA   | \$23.11          | \$23.11         |
| 1838606386 | Brezhnev: The Making of a Stat | 1   | EA   | \$32.06          | \$32.06         |
| 0063158558 | The Hummingbird: A Novel       | 1   | EA   | \$20.13          | \$20.13         |
| 0385354215 | Buster Keaton: A Filmmaker's L | 1   | EA   | \$31.94          | \$31.94         |
| 0806176636 | Indian Cities: Histories of In | 1   | EA   | \$32.95          | \$32.95         |
| 1613321465 | Ecoart in Action: Activities,  | 1   | EA   | \$34.99          | \$34.99         |
| 1647121523 | The Black Side of the River: R | 1   | EA   | \$29.95          | \$29.95         |
| 1479812625 | Are the Arts Essential?        | 1   | EA   | \$29.95          | \$29.95         |
| 0817321152 | The Fabric of Resistance: Text | 1   | EA   | \$59.95          | \$59.95         |
| 0358437695 | The First Kennedys: The Humble | 1   | EA   | \$19.14          | \$19.14         |
| 1628973404 | Every Child Is Beautiful When  | 1   | EA   | \$17.95          | \$17.95         |
| 1982136049 | The Last Slave Ship: The True  | 1   | EA   | \$20.14          | \$20.14         |
| 0197537812 | Choosing Freedom: A Kantian Gu | 1   | EA   | \$17.13          | \$17.13         |
|            | SALES TAX                      | 1   | EA   | \$0.00           | \$0.00          |
|            |                                |     |      | <b>Subtotal:</b> | <b>\$845.62</b> |

**Tax:** \$0.00



|                           |          |
|---------------------------|----------|
| Total Invoice:            | \$845.62 |
| Adjustments:              | \$0.00   |
| Payments Applied:         | \$0.00   |
| Total Amount Outstanding: | \$845.62 |

**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)



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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

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

---

**BO # 0000218 Amazon Invoice 784933398686**

---

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

Tue, Apr 12, 2022 at 02:14 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**

amazon invoice 784933398686.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 453484589444

Invoice Date: 4/9/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0736731

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 4/13/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice # : 453484589444 01W  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55580700 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/09/2022 **Store:** 0001  
**Due Date:** 06/11/2022 **Buyer Name:**

| SKU        | Description                       | Qty | Unit | Price            | Ex Price        |
|------------|-----------------------------------|-----|------|------------------|-----------------|
| 1474430740 | Nietzsche's The Anti-Christ (E    | 1   | EA   | \$24.95          | \$24.95         |
| 1108987133 | Free Will (Elements in Philoso    | 1   | EA   | \$20.00          | \$20.00         |
| 0691197741 | The Original Bambi: The Story     | 1   | EA   | \$21.37          | \$21.37         |
| 3899559401 | Ricardo Bofill: Visions of Arc    | 1   | EA   | \$68.99          | \$68.99         |
| 1588397440 | Fictions of Emancipation: Carp    | 1   | EA   | \$25.00          | \$25.00         |
| 0802159109 | Crown & Sceptre: A New<br>History | 1   | EA   | \$28.80          | \$28.80         |
| 025208621X | Music as Mao's Weapon:<br>Remembe | 1   | EA   | \$28.00          | \$28.00         |
| 022681324X | Practice, Power, and Forms of     | 1   | EA   | \$35.00          | \$35.00         |
| 1496837843 | The Real Ambassadors: Dave<br>and | 1   | EA   | \$25.00          | \$25.00         |
| 1479805823 | Networking the Black Church (R    | 1   | EA   | \$35.00          | \$35.00         |
| 1009011537 | Fight the Power                   | 1   | EA   | \$29.99          | \$29.99         |
| 1138543780 | Jewish and Christian Women in     | 1   | EA   | \$44.60          | \$44.60         |
| 022681582X | Making Mexican Chicago: From<br>P | 1   | EA   | \$45.00          | \$45.00         |
| 0190277041 | The Pursuit of Europe: A Histo    | 1   | EA   | \$29.01          | \$29.01         |
| 1851245839 | Defying Hitler: The White Rose    | 1   | EA   | \$25.00          | \$25.00         |
| 0802873405 | Reformed and Evangelical<br>acros | 1   | EA   | \$29.99          | \$29.99         |
| 0253059682 | A "Jewish Marshall Plan": The     | 1   | EA   | \$30.00          | \$30.00         |
| 0253058996 | Griot Potters of the Folona: T    | 1   | EA   | \$35.00          | \$35.00         |
| B09TDPTKMH | Engaged Teaching: A<br>Handbook f | 1   | EA   | \$24.99          | \$24.99         |
| 1496837053 | The Goddess Myth in<br>Contempora | 1   | EA   | \$30.00          | \$30.00         |
| 1643139037 | Mala's Cat: A Memoir of Surviv    | 1   | EA   | \$27.95          | \$27.95         |
| 0822946645 | The Religion of Life: Eugenics    | 1   | EA   | \$50.00          | \$50.00         |
| 1789385717 | Creative Infrastructures: Arti    | 1   | EA   | \$36.00          | \$36.00         |
| 0199742839 | Nothing: A Philosophical Histo    | 1   | EA   | \$20.92          | \$20.92         |
| 1611804736 | How the Swans Came to the<br>Lake | 1   | EA   | \$20.99          | \$20.99         |
|            | SALES TAX                         | 1   | EA   | \$0.00           | \$0.00          |
| 0691180121 | The Jesuits: A History            | 1   | EA   | \$31.67          | \$31.67         |
| 1913491579 | Lifting the Day: A Lockdown Ex    | 1   | EA   | \$30.00          | \$30.00         |
|            |                                   |     |      | <b>Subtotal:</b> | <b>\$853.22</b> |

|                           |          |
|---------------------------|----------|
| Tax:                      | \$0.00   |
| Total Invoice:            | \$853.22 |
| Adjustments:              | \$0.00   |
| Payments Applied:         | \$0.00   |
| Total Amount Outstanding: | \$853.22 |

**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**  
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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 # 0000218 Amazon Invoice 453484589444**

---

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

Wed, Apr 13, 2022 at 01:41 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**

amazon invoice 453484589444.pdf



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 649689385958  
Invoice Date: 4/11/2022  
PO Number: B0000218  
Check Number: 0299027  
Check Amount: \$ 14,315.62  
Check Date: 05/13/2022  
Voucher Number: V0736862  
Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 4/19/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice # : 649689385958 3JR  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55680551 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/11/2022 **Store:** 0001  
**Due Date:** 06/17/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price   | Ex Price |
|------------|--------------------------------|-----|------|---------|----------|
| 168403258X | Mindfulness for Insomnia: A Fo | 1   | EA   | \$19.95 | \$19.95  |
|            | SALES TAX                      | 1   | EA   | \$0.00  | \$0.00   |
| 0465082963 | Bad Faith: When Religious Beli | 1   | EA   | \$17.91 | \$17.91  |
| 0857088351 | Self-Confidence: The Remarkabl | 1   | EA   | \$16.62 | \$16.62  |
| 3791387898 | The Color Bible                | 1   | EA   | \$22.38 | \$22.38  |
| 1538109042 | Overcoming OCD: A Journey to R | 1   | EA   | \$26.00 | \$26.00  |
| 0190623829 | Prevention Diaries: The Practi | 1   | EA   | \$10.82 | \$10.82  |
| 0857087452 | How To Talk To Absolutely Anyo | 1   | EA   | \$16.58 | \$16.58  |
| 1538135035 | Overcoming Addiction: Seven Im | 1   | EA   | \$28.00 | \$28.00  |
| 0774839015 | It's All Good (Unless It's Not | 1   | EA   | \$14.95 | \$14.95  |
| 1612435947 | Buddha U: 108 Mindfulness Less | 1   | EA   | \$12.12 | \$12.12  |
| 0824888278 | Sound of the Border: Music and | 1   | EA   | \$68.00 | \$68.00  |
| 1590308387 | You Are Here: Discovering the  | 1   | EA   | \$11.56 | \$11.56  |
| 0593184734 | Portrait of a Thief: A Novel   | 1   | EA   | \$19.99 | \$19.99  |
| 1611808162 | The Experience of Insight: A S | 1   | EA   | \$16.49 | \$16.49  |
| 1538113953 | Mature Sexual Intimacy: Making | 1   | EA   | \$30.00 | \$30.00  |
| 1462538541 | The Complete Family Guide to A | 1   | EA   | \$14.95 | \$14.95  |
| 0730368440 | You've Got This!: The Life-cha | 1   | EA   | \$13.59 | \$13.59  |
| 1607748525 | College Rules!, 4th Edition: H | 1   | EA   | \$14.99 | \$14.99  |
| 0062876805 | Divergent Mind: Thriving in a  | 1   | EA   | \$14.49 | \$14.49  |
| 0062877070 | Sensuous Knowledge: A Black Fe | 1   | EA   | \$16.99 | \$16.99  |
| 1590305973 | Quiet Mind: A Beginner's Guide | 1   | EA   | \$14.00 | \$14.00  |
| 1401928153 | Love Your Enemies: How to Brea | 1   | EA   | \$11.29 | \$11.29  |
| 1501135473 | The Art of Dying Well: A Pract | 1   | EA   | \$12.19 | \$12.19  |
| 147668779X | Elephants: Up Close and Person | 1   | EA   | \$19.99 | \$19.99  |
| 1608821137 | Think Confident, Be Confident  | 1   | EA   | \$18.95 | \$18.95  |
| 6073187971 | P?radais / Paradise (Spanish E | 1   | EA   | \$16.99 | \$16.99  |
| 085708657X | Real Confidence: Stop feeling  | 1   | EA   | \$16.00 | \$16.00  |
| 1591797438 | The Kindness Handbook: A Pract | 1   | EA   | \$14.95 | \$14.95  |
| 113801415X | The Visual Story: Creating the | 1   | EA   | \$34.88 | \$34.88  |
| 0807012394 | The Miracle of Mindfulness: An | 1   | EA   | \$10.49 | \$10.49  |

|            |                                   |   |    |         |         |
|------------|-----------------------------------|---|----|---------|---------|
| 1611806240 | Lovingkindness: The Revolution    | 1 | EA | \$12.39 | \$12.39 |
| 1538135736 | Coming Out (Empowering You)       | 1 | EA | \$25.94 | \$25.94 |
| 1626567697 | Crunch Time: How to Be Your<br>Be | 1 | EA | \$19.95 | \$19.95 |
| 162625009X | The Autism Playbook for<br>Teens: | 1 | EA | \$13.50 | \$13.50 |
| 1638604045 | Sex Offender: My Father's Secr    | 1 | EA | \$34.95 | \$34.95 |
| 1888375841 | Breathe, You Are Alive: The Su    | 1 | EA | \$16.95 | \$16.95 |
| 1943886857 | Coronary Heart Disease: From<br>D | 1 | EA | \$19.95 | \$19.95 |
| 0814434894 | What to Do When You're New: Ho    | 1 | EA | \$17.95 | \$17.95 |

---

|                  |                 |
|------------------|-----------------|
| <b>Subtotal:</b> | <b>\$737.69</b> |
|------------------|-----------------|

|             |               |
|-------------|---------------|
| <b>Tax:</b> | <b>\$0.00</b> |
|-------------|---------------|

|                       |                 |
|-----------------------|-----------------|
| <b>Total Invoice:</b> | <b>\$737.69</b> |
|-----------------------|-----------------|

|                     |               |
|---------------------|---------------|
| <b>Adjustments:</b> | <b>\$0.00</b> |
|---------------------|---------------|

|                          |               |
|--------------------------|---------------|
| <b>Payments Applied:</b> | <b>\$0.00</b> |
|--------------------------|---------------|

|                                  |                 |
|----------------------------------|-----------------|
| <b>Total Amount Outstanding:</b> | <b>\$737.69</b> |
|----------------------------------|-----------------|

**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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**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

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

---

**BO # 0000218 Amazon Invoice 649689385958**

---

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

Tue, Apr 19, 2022 at 01:24 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**

amazon invoice 649689385958.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 684677344876  
Invoice Date: 4/13/2022  
PO Number: B0000218  
Check Number: 0299027  
Check Amount: \$ 14,315.62  
Check Date: 05/13/2022  
Voucher Number: V0736863  
Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON

P.O.BOX 530958

ATLANTA, GA 30353-0958

4/19/22 BO # 0000218

For Inquiries, call at :

866-634-8381

Invoice # : 684677344876 4P5

Account Number : xxxxxx9203

Company Name : COLLEGE OF DUPAGE LIBRARY

Address : ATTN: LARISA MILLER

425 FAWELL BLVD

GLEN ELLYN, IL, 60137

**Trans #:** 55680936 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/13/2022 **Store:** 0001  
**Due Date:** 06/17/2022 **Buyer Name:**

| SKU        | Description                        | Qty | Unit | Price   | Ex Price |
|------------|------------------------------------|-----|------|---------|----------|
| B09P8T75F4 | J ulia                             | 1   | EA   | \$16.99 | \$16.99  |
| B09NP3JJQB | Encanto (Feature)                  | 1   | EA   | \$13.00 | \$13.00  |
| 0136870287 | Adobe InDesign Classroom in a      | 1   | EA   | \$59.33 | \$59.33  |
| B09NBHT9SJ | National Champions [DVD]           | 1   | EA   | \$14.96 | \$14.96  |
| B09RNTQBZG | Marry Me [DVD]                     | 1   | EA   | \$17.96 | \$17.96  |
| B08SKG1B83 | The Marksman [DVD]                 | 1   | EA   | \$10.00 | \$10.00  |
| 0367460963 | Mobile and Social Media<br>J ourna | 1   | EA   | \$59.95 | \$59.95  |
| B09CGBM5QK | Cruella (Feature)                  | 1   | EA   | \$14.99 | \$14.99  |
| B082G2LCFQ | Doctor Who: The Complete<br>Twelf  | 1   | EA   | \$36.49 | \$36.49  |
| B09MYVW8NG | A J ournal for J ordan [DVD]       | 1   | EA   | \$15.96 | \$15.96  |
| B09NQCQ7VD | Eternals (Feature)                 | 1   | EA   | \$14.96 | \$14.96  |
| B09KDZTR49 | Spencer                            | 1   | EA   | \$12.99 | \$12.99  |
| B0914VTPGC | The Courier                        | 1   | EA   | \$11.49 | \$11.49  |
| B09SM1CB2M | West Side Story (Feature)          | 1   | EA   | \$19.96 | \$19.96  |
| B09PVTQN8T | Scream (2022) [DVD]                | 1   | EA   | \$17.96 | \$17.96  |
| B09BC445S5 | The Green Knight [DVD]             | 1   | EA   | \$9.96  | \$9.96   |
| B09NWBX6GL | King Richard (DVD + Digital)       | 1   | EA   | \$17.96 | \$17.96  |
| B08MSGQNNC | Freaky - Killer Switch Edition     | 1   | EA   | \$5.00  | \$5.00   |
| B09PQYTXLX | The 355 [DVD]                      | 1   | EA   | \$17.96 | \$17.96  |
| B001GKJ2E8 | Wanted (Single-Disc<br>Widescreen  | 1   | EA   | \$5.59  | \$5.59   |
| B09H37YC1F | J ungle Cruise (Feature)           | 1   | EA   | \$19.99 | \$19.99  |
| B091KWZMT8 | Godzilla vs. Kong: Special Edi     | 1   | EA   | \$12.16 | \$12.16  |
| B09NMVSQHD | Mogul Moggli                       | 1   | EA   | \$18.14 | \$18.14  |
| B09LRY9C88 | Spider-Man: No Way Home<br>[DVD]   | 1   | EA   | \$17.96 | \$17.96  |
| B0948JY7RW | Here Today                         | 1   | EA   | \$12.79 | \$12.79  |
| B091VPZCM9 | Matrix Resurrections, The (DVD     | 1   | EA   | \$19.96 | \$19.96  |
| B09P2SRFSZ | Salt in My Soul [DVD]              | 1   | EA   | \$17.99 | \$17.99  |
| B09P1Z3KCP | Silent Night                       | 1   | EA   | \$12.96 | \$12.96  |
| B09KTMBYYV | American Underdog [DVD]            | 1   | EA   | \$16.99 | \$16.99  |
|            | SALES TAX                          | 1   | EA   | \$0.00  | \$0.00   |
| B09MR78932 | Monday                             | 1   | EA   | \$13.97 | \$13.97  |
| B09LLRDS2B | Resident Evil: Welcome To<br>Racc  | 1   | EA   | \$17.94 | \$17.94  |
| B08R6MTBPP | Fatale                             | 1   | EA   | \$5.00  | \$5.00   |

|            |                                   |   |    |         |         |
|------------|-----------------------------------|---|----|---------|---------|
| B09LGTTH3G | Ghostbusters: Afterlife [DVD]     | 1 | EA | \$15.00 | \$15.00 |
| B09M6QRV1T | House of Gucci [DVD]              | 1 | EA | \$17.96 | \$17.96 |
| B09LDWQPC1 | Belfast [DVD]                     | 1 | EA | \$14.96 | \$14.96 |
| B09KS6WQKW | The Mitchells vs the Machines     | 1 | EA | \$16.99 | \$16.99 |
| 1284199991 | Managing Stress: Skills for Se    | 1 | EA | \$91.63 | \$91.63 |
| B09R27BJ7P | King's Man, The (Feature)         | 1 | EA | \$14.99 | \$14.99 |
| B09KN7YG3Q | Masterpiece: Around the World     | 1 | EA | \$29.99 | \$29.99 |
| B08YDP9XSG | Kindred [DVD]                     | 1 | EA | \$12.96 | \$12.96 |
| B09M2V4JJL | The Hating Game                   | 1 | EA | \$11.99 | \$11.99 |
| B09P437NLB | They Say Nothing Stays the<br>Sam | 1 | EA | \$13.99 | \$13.99 |

---

|                  |                 |
|------------------|-----------------|
| <b>Subtotal:</b> | <b>\$819.77</b> |
|------------------|-----------------|

|             |               |
|-------------|---------------|
| <b>Tax:</b> | <b>\$0.00</b> |
|-------------|---------------|

|                       |                 |
|-----------------------|-----------------|
| <b>Total Invoice:</b> | <b>\$819.77</b> |
|-----------------------|-----------------|

|                     |               |
|---------------------|---------------|
| <b>Adjustments:</b> | <b>\$0.00</b> |
|---------------------|---------------|

|                          |               |
|--------------------------|---------------|
| <b>Payments Applied:</b> | <b>\$0.00</b> |
|--------------------------|---------------|

|                                  |                 |
|----------------------------------|-----------------|
| <b>Total Amount Outstanding:</b> | <b>\$819.77</b> |
|----------------------------------|-----------------|



**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)



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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,

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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 # 0000218 Amazon Invoice 684677344876**

---

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

Tue, Apr 19, 2022 at 01:26 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**

amazon invoice 684677344876.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 439895389839

Invoice Date: 4/22/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0737368

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 4/26/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice #: 439895389839 F65  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55796400 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/22/2022 **Store:** 0001  
**Due Date:** 06/24/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price    | Ex Price |
|------------|--------------------------------|-----|------|----------|----------|
| B09J5R7ZHF | An Evening With Silk Sonic     | 1   | EA   | \$11.99  | \$11.99  |
| B08TQHTBYG | Believe For It                 | 1   | EA   | \$10.39  | \$10.39  |
| B097N26YHW | Joni Mitchell Archives - Vol.  | 1   | EA   | \$42.43  | \$42.43  |
| B09MYVY9X9 | Summer Of Soul (...Or, When Th | 1   | EA   | \$11.98  | \$11.98  |
| B07QX37968 | LIVE (SHM-CD)                  | 1   | EA   | \$54.99  | \$54.99  |
| B08GFPM81X | Starting Over                  | 1   | EA   | \$10.97  | \$10.97  |
| B08SYWV8V7 | WE ARE                         | 1   | EA   | \$11.99  | \$11.99  |
| B09CGFVK5B | A View From The Top Of The Wor | 1   | EA   | \$13.89  | \$13.89  |
| B08MMGZ78Q | Caroline Shaw: Narrow Sea      | 1   | EA   | \$10.83  | \$10.83  |
| B08P4HM7YK | A Mis 80s                      | 1   | EA   | \$15.95  | \$15.95  |
| B091DXKLNT | SOUR                           | 1   | EA   | \$11.99  | \$11.99  |
| B09CLQ3BLB | Eberhard                       | 1   | EA   | \$12.98  | \$12.98  |
| B099P7VZJ1 | Divine Tides                   | 1   | EA   | \$10.99  | \$10.99  |
| 9811233535 | Ethics of Chemistry: From Pois | 1   | EA   | \$198.00 | \$198.00 |
| B08VCC5GW8 | The United States vs. Billie H | 1   | EA   | \$11.22  | \$11.22  |
| B099WQZ6WW | My Bluegrass Heart             | 1   | EA   | \$15.18  | \$15.18  |
| B09C2FT7ST | SONGWRIGHTS<br>APOTHECARY LAB  | 1   | EA   | \$13.99  | \$13.99  |
| B08HRV32LB | Joni Mitchell Archives - Vol.  | 1   | EA   | \$39.49  | \$39.49  |
| B09RKLX8ZV | The Novice                     | 1   | EA   | \$13.99  | \$13.99  |
| B08SZ425HV | My Savior                      | 1   | EA   | \$11.77  | \$11.77  |
| B083XX3SRX | ALICIA                         | 1   | EA   | \$7.83   | \$7.83   |
| B09JGRR5XK | Donda [Deluxe 2 CD]            | 1   | EA   | \$15.85  | \$15.85  |
| B09BVTH9FH | INSIDE (The Songs)             | 1   | EA   | \$11.76  | \$11.76  |
| B093KP91D4 | Native Sons                    | 1   | EA   | \$11.19  | \$11.19  |
|            | SALES TAX                      | 1   | EA   | \$0.00   | \$0.00   |
| B08MVZFBFN | Medicine At Midnight           | 1   | EA   | \$11.98  | \$11.98  |
| B095LH2HR5 | 662                            | 1   | EA   | \$15.19  | \$15.19  |
| B08ZTZ9GPQ | Old Church Basement            | 1   | EA   | \$11.98  | \$11.98  |

**Subtotal:** \$620.79

**Tax:** \$0.00

**Total Invoice:** \$620.79

|                           |                |
|---------------------------|----------------|
| Adjustments:              | \$0.00         |
| Payments Applied:         | \$0.00         |
| Total Amount Outstanding: | <hr/> \$620.79 |

**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)



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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,

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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 # 0000218 Amazon Invoice 439895389839**

---

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

Tue, Apr 26, 2022 at 01:33 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**

amazon invoice 439895389839.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 638446758566

Invoice Date: 4/21/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

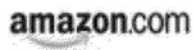
Check Date: 05/13/2022

Voucher Number: V0737378

Document Type: AP Invoice

Document Below



**PAYMENTS ADDRESS**

SYNCB/AMAZON  
P.O.BOX 530958 4/25/22 BO # 0000218  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice # : 638446758566 HEW  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55757801 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/21/2022 **Store:** 0001  
**Due Date:** 06/21/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price            | Ex Price        |
|------------|--------------------------------|-----|------|------------------|-----------------|
| 1421442574 | The Great Upheaval: Higher Edu | 20  | EA   | \$29.95          | \$599.00        |
|            | SALES TAX                      | 1   | EA   | \$0.00           | \$0.00          |
|            |                                |     |      | <b>Subtotal:</b> | <b>\$599.00</b> |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>   |
| <b>Total Invoice:</b>            | <b>\$599.00</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>   |
| <b>Payments Applied:</b>         | <b>\$0.00</b>   |
| <b>Total Amount Outstanding:</b> | <b>\$599.00</b> |

**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](#)

---

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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

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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 # 0000218 Amazon Invoice 638446758566**

---

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

Mon, Apr 25, 2022 at 01:40 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**

amazon invoice 638446758566.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 693433886735

Invoice Date: 4/23/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0737379

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCR/AMAZON  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

4/25/22 BO # 0000218

For Inquiries, call at :  
866-634-8381

Invoice #: 693433886735 BRM  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55783425 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/23/2022 **Store:** 0001  
**Due Date:** 06/23/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price    | Ex Price |
|------------|--------------------------------|-----|------|----------|----------|
| 0367653540 | Demystifying Academic Writing  | 1   | EA   | \$48.95  | \$48.95  |
|            | SALES TAX                      | 1   | EA   | \$0.00   | \$0.00   |
| 0814258212 | Resurrection: Comics in Post-S | 1   | EA   | \$37.95  | \$37.95  |
| 1138501867 | The Secret Lives of Anthropol  | 1   | EA   | \$44.95  | \$44.95  |
| 0367901196 | The Heart of Light: A Holistic | 1   | EA   | \$39.95  | \$39.95  |
| B09NT15Q9N | Summer of Soul (...Or, When th | 1   | EA   | \$14.96  | \$14.96  |
| 1350145874 | The Martha Graham Dance Compan | 1   | EA   | \$90.00  | \$90.00  |
| 1350243485 | Dismantling the Patriarchy, Bi | 1   | EA   | \$115.00 | \$115.00 |
| 1032068442 | Cyber Careers                  | 1   | EA   | \$42.68  | \$42.68  |
| 0271091355 | Radical Dreams: Surrealism, Co | 1   | EA   | \$119.95 | \$119.95 |
| B09MNMVTKD | Wheel Of Fortune And Fantasy   | 1   | EA   | \$19.99  | \$19.99  |
| 1138584258 | College Mindfulness Training:  | 1   | EA   | \$46.95  | \$46.95  |
| 0367489007 | Social Media and Crisis Commun | 1   | EA   | \$44.95  | \$44.95  |
| 1538125404 | Deconstructing Anxiety: The Jo | 1   | EA   | \$30.00  | \$30.00  |
| 0857199471 | The Case for Long-Term Value   | 1   | EA   | \$39.00  | \$39.00  |
| 1638604045 | Sex Offender: My Father's Secr | 1   | EA   | \$31.44  | \$31.44  |
| 1324006579 | Journey of the Mind: How Think | 1   | EA   | \$25.33  | \$25.33  |

**Subtotal:** \$792.05

**Tax:** \$0.00

**Total Invoice:** \$792.05

**Adjustments:** \$0.00

**Payments Applied:** \$0.00

**Total Amount Outstanding:** \$792.05

**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](#)

---

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Direct: 630.942.2219  
Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)



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**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

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

---

**BO # 0000218 Amazon Invoice 693433886735**

---

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

Mon, Apr 25, 2022 at 01:41 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**

amazon invoice 693433886735.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 465647488433

Invoice Date: 4/14/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

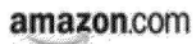
Check Date: 05/13/2022

Voucher Number: V0737381

Document Type: AP Invoice

Document Below



**PAYMENTS ADDRESS**

SYNCB/AMAZON  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

4/25/22 BO # 0000218

For Inquiries, call at :  
866-634-8381

Invoice # : 465647488433 ITT  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55757848 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/14/2022 **Store:** 0001  
**Due Date:** 06/21/2022 **Buyer Name:**

| SKU         | Description                       | Qty | Unit | Price            | Ex Price        |
|-------------|-----------------------------------|-----|------|------------------|-----------------|
| 3319695770  | Resurrecting Extinct Species:     | 1   | EA   | \$66.76          | \$66.76         |
| 1479879304  | Creator Culture: An Introducti    | 1   | EA   | \$99.00          | \$99.00         |
| B097SKW1RW  | Beauty In The Silence             | 1   | EA   | \$11.79          | \$11.79         |
|             | SALES TAX                         | 1   | EA   | \$0.00           | \$0.00          |
| B0932HJ 124 | Hope Amid Tears - Beethoven:<br>C | 1   | EA   | \$14.99          | \$14.99         |
|             |                                   |     |      | <b>Subtotal:</b> | <b>\$192.54</b> |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>   |
| <b>Total Invoice:</b>            | <b>\$192.54</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>   |
| <b>Payments Applied:</b>         | <b>\$0.00</b>   |
| <b>Total Amount Outstanding:</b> | <b>\$192.54</b> |

**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,

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**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,

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

---

**BO # 0000218 Amazon Invoice 465647488433**

---

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

Mon, Apr 25, 2022 at 01:56 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**

amazon invoice 465647488433.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 768973697676  
Invoice Date: 4/28/2022  
PO Number: B0000218  
Check Number: 0299027  
Check Amount: \$ 14,315.62  
Check Date: 05/13/2022  
Voucher Number: V0737734  
Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 5/2/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice #: 768973697676 YDK  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55880080 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/28/2022 **Store:** 0001  
**Due Date:** 06/28/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price   | Ex Price |
|------------|--------------------------------|-----|------|---------|----------|
| 0593337131 | The Siren of Sussex (Belles of | 1   | EA   | \$13.99 | \$13.99  |
|            | SALES TAX                      | 1   | EA   | \$0.00  | \$0.00   |
| 198936585X | Lockdown on London Lane        | 1   | EA   | \$14.39 | \$14.39  |
| 059320123X | The Final Girl Support Group   | 1   | EA   | \$14.39 | \$14.39  |
| 1779503865 | Teen Titans: Beast Boy Loves R | 1   | EA   | \$10.73 | \$10.73  |
| 1250823927 | Kundo Wakes Up                 | 1   | EA   | \$13.99 | \$13.99  |
| 1250809606 | Good Intentions: A Novel       | 1   | EA   | \$23.34 | \$23.34  |
| 1635577020 | House of Earth and Blood (Cres | 1   | EA   | \$15.99 | \$15.99  |
| 0771099398 | Waking Occupations: Poems      | 1   | EA   | \$16.95 | \$16.95  |
| 1640093222 | Picnic In the Ruins            | 1   | EA   | \$10.42 | \$10.42  |
| 1250272580 | The Death of Jane Lawrence: A  | 1   | EA   | \$22.67 | \$22.67  |
| 1250788870 | A Marvellous Light (The Last B | 1   | EA   | \$21.49 | \$21.49  |
| 1643859919 | The Echo Man: A Novel          | 1   | EA   | \$27.99 | \$27.99  |
| 0063012146 | The Vixen: A Novel             | 1   | EA   | \$14.97 | \$14.97  |
| 1641290439 | Murder at the Porte de Versail | 1   | EA   | \$23.40 | \$23.40  |
| 0374212236 | Devil House: A Novel           | 1   | EA   | \$21.08 | \$21.08  |
| 154203390X | Digging Up Love (Taste of Love | 1   | EA   | \$8.79  | \$8.79   |
| 0062941275 | Act Your Age, Eve Brown: A Nov | 1   | EA   | \$14.39 | \$14.39  |
| 0857669680 | The Circus Infinite            | 1   | EA   | \$14.99 | \$14.99  |
| 1250804981 | Under Lock & Skeleton Key: A S | 1   | EA   | \$21.99 | \$21.99  |
| 0593448677 | Probably Ruby: A Novel         | 1   | EA   | \$27.00 | \$27.00  |

**Subtotal:** \$352.95

**Tax:** \$0.00

**Total Invoice:** \$352.95

**Adjustments:** \$0.00

**Payments Applied:** \$0.00

**Total Amount Outstanding:** \$352.95

**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](#)

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

---

**BO # 0000218 Amazon Invoice 768973697676**

---

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

Mon, May 2, 2022 at 01:31 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**

amazon invoice 768973697676.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 847544573487

Invoice Date: 4/20/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0737735

Document Type: AP Invoice

Document Below



**PAYMENTS ADDRESS**

SYNCB/AMAZON 4/29/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice #: 847544573487 H03  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55857592 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/20/2022 **Store:** 0001  
**Due Date:** 06/27/2022 **Buyer Name:**

| SKU        | Description                       | Qty | Unit | Price   | Ex Price |
|------------|-----------------------------------|-----|------|---------|----------|
| 1496832116 | Crossing Bar Lines: The Politi    | 1   | EA   | \$29.51 | \$29.51  |
| 1613744919 | The Almighty Black P Stone<br>Net | 1   | EA   | \$17.62 | \$17.62  |
| 1632151111 | C.O.W.L. Volume 1: Principles     | 1   | EA   | \$9.99  | \$9.99   |
| 0062328505 | Dark Matter and the Dinosaurs:    | 1   | EA   | \$17.99 | \$17.99  |
|            | SALES TAX                         | 1   | EA   | \$0.00  | \$0.00   |
| 1496832167 | Improvising Sabor: Cuban<br>Dance | 1   | EA   | \$30.00 | \$30.00  |
| 0300250886 | Life Magazine and the Power of    | 1   | EA   | \$47.60 | \$47.60  |
| 1771645768 | The Carbon Footprint of Everyt    | 1   | EA   | \$18.95 | \$18.95  |
| 0766071391 | Are You LGBTQ? (Got Issues?)      | 1   | EA   | \$5.01  | \$5.01   |
| 1610914384 | The Cartoon Introduction to CI    | 1   | EA   | \$23.00 | \$23.00  |
| 1496831292 | New York and the International    | 1   | EA   | \$30.00 | \$30.00  |
| 3030081915 | Beauty and the Norm: Debating     | 1   | EA   | \$29.99 | \$29.99  |
| 1119184398 | Microeconomics For Dummies        | 1   | EA   | \$15.49 | \$15.49  |
| 0425213781 | The Human Predator: A Historic    | 1   | EA   | \$16.49 | \$16.49  |
| 1631491067 | Kill My Mother: A Graphic Nove    | 1   | EA   | \$13.26 | \$13.26  |
| 0691169187 | The Cosmic Cocktail: Three Par    | 1   | EA   | \$20.11 | \$20.11  |
| 1982195789 | Making History: The Storytelle    | 1   | EA   | \$36.00 | \$36.00  |
| 0143121278 | A Field Guide to Radiation        | 1   | EA   | \$18.00 | \$18.00  |
| 1593851286 | The Mindful Way Through<br>Depres | 1   | EA   | \$18.18 | \$18.18  |
| 1569762856 | Lady Q: The Rise and Fall of a    | 1   | EA   | \$14.95 | \$14.95  |
| 0374536953 | Labor of Love                     | 1   | EA   | \$16.00 | \$16.00  |

**Subtotal:** \$428.14

**Tax:** \$0.00

**Total Invoice:** \$428.14

**Adjustments:** \$0.00

**Payments Applied:** \$0.00

**Total Amount Outstanding:** \$428.14

**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](#)

---

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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

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**Sent:** Thursday, January 7, 2021 10:41 AM  
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**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto:stockl@cod.edu)>  
**Subject:** RE: Vendor Invoicing Procedures

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

---

**BO # 0000218 Amazon Invoice 847544573487**

---

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

Fri, Apr 29, 2022 at 01:17 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**

amazon invoice 847544573487.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 463754837676

Invoice Date: 4/22/2022

PO Number: B0000218

Check Number: 0299027

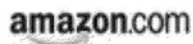
Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0737736

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

5/2/22 BO # 0000218

For Inquiries, call at :  
866-634-8381

Invoice # : 463754837676 EKV  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55896874 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/22/2022 **Store:** 0001  
**Due Date:** 06/29/2022 **Buyer Name:**

| SKU        | Description                       | Qty | Unit | Price            | Ex Price        |
|------------|-----------------------------------|-----|------|------------------|-----------------|
| 1641433000 | Public Water Policies: The Ult    | 1   | EA   | \$89.00          | \$89.00         |
|            | SALES TAX                         | 1   | EA   | \$0.00           | \$0.00          |
| 1642832677 | 30 Animals That Made Us<br>Smarte | 1   | EA   | \$25.00          | \$25.00         |
|            |                                   |     |      | <b>Subtotal:</b> | <b>\$114.00</b> |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>   |
| <b>Total Invoice:</b>            | <b>\$114.00</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>   |
| <b>Payments Applied:</b>         | <b>\$0.00</b>   |
| <b>Total Amount Outstanding:</b> | <b>\$114.00</b> |

**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](#)

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**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

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

---

**BO # 0000218 Amazon Invoice 463754837676**

---

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

Mon, May 2, 2022 at 01:32 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**

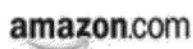
amazon invoice 463754837676.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 875473678967  
Invoice Date: 4/26/2022  
PO Number: B0000218  
Check Number: 0299027  
Check Amount: \$ 14,315.62  
Check Date: 05/13/2022  
Voucher Number: V0737871  
Document Type: AP Invoice

Document Below



**PAYMENTS ADDRESS**

SYNCB/AMAZON 5/3/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice # : 875473678967 W8K  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55921909 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/26/2022 **Store:** 0001  
**Due Date:** 07/01/2022 **Buyer Name:**

| SKU        | Description                     | Qty | Unit | Price    | Ex Price |
|------------|---------------------------------|-----|------|----------|----------|
| B092XNKZDV | I Be Trying                     | 1   | EA   | \$14.98  | \$14.98  |
| 1916277187 | Cursed Bunny                    | 1   | EA   | \$13.72  | \$13.72  |
| 1264268505 | Harrison's Principles of Inter  | 1   | EA   | \$220.49 | \$220.49 |
| 1799909719 | The World of Pondsides: A Novel | 1   | EA   | \$19.29  | \$19.29  |
| 0253060419 | Wildflowers of the Indiana Dun  | 1   | EA   | \$35.00  | \$35.00  |
| 0998442941 | The Good Fight: Life Lessons f  | 1   | EA   | \$14.99  | \$14.99  |
|            | SALES TAX                       | 1   | EA   | \$0.00   | \$0.00   |
| 1108657826 | Making Connections Level 2 Stu  | 1   | EA   | \$54.84  | \$54.84  |
| 1250271045 | The Last Days of the Dinosaurs  | 1   | EA   | \$26.09  | \$26.09  |
| 1350103780 | Get the Job in the Entertainme  | 1   | EA   | \$35.95  | \$35.95  |
| 1681061309 | What's With Chicago?: The Quir  | 1   | EA   | \$20.95  | \$20.95  |
| B08XFSRCJZ | Daddy's Home                    | 1   | EA   | \$11.19  | \$11.19  |
| 0194601463 | Inside Writing Level 4 Student  | 1   | EA   | \$53.00  | \$53.00  |
| 1517907012 | Birds in Minnesota: Revised an  | 1   | EA   | \$34.95  | \$34.95  |

**Subtotal:** \$555.44

**Tax:** \$0.00

**Total Invoice:** \$555.44

**Adjustments:** \$0.00

**Payments Applied:** \$0.00

**Total Amount Outstanding:** \$555.44

**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](#)

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**Cc:** Hunnicutt, Marianne <[hunnicut@cod.edu](mailto:hunnicut@cod.edu)>; Stock, Lisa <[stockl@cod.edu](mailto:stockl@cod.edu)>  
**Subject:** RE: Vendor Invoicing Procedures

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

---

**BO # 0000218 Amazon Invoice 875473678967**

---

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

Tue, May 3, 2022 at 01:20 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**

amazon invoice 875473678967.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1082163  
Vendor Name: Amazon.com LLC  
Invoice Number: 454475397644  
Invoice Date: 4/30/2022  
PO Number: B0000218  
Check Number: 0299027  
Check Amount: \$ 14,315.62  
Check Date: 05/13/2022  
Voucher Number: V0737907  
Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 5/3/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice #: 454475397644 VL3  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55921923 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/30/2022 **Store:** 0001  
**Due Date:** 07/01/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price            | Ex Price        |
|------------|--------------------------------|-----|------|------------------|-----------------|
| 1604880635 | 50 Years of Covert Operations  | 1   | EA   | \$10.00          | \$10.00         |
| 1926583841 | Tribb's Troubles               | 1   | EA   | \$9.95           | \$9.95          |
|            | SALES TAX                      | 1   | EA   | \$0.00           | \$0.00          |
| 0143120530 | Moonwalking with Einstein: The | 1   | EA   | \$9.79           | \$9.79          |
| 0873489756 | Our Politics Start with the Wo | 1   | EA   | \$14.00          | \$14.00         |
| 198488154X | Sounds Wild and Broken: Sonic  | 1   | EA   | \$24.50          | \$24.50         |
| 0989960935 | Impact: Personal Portraits of  | 2   | EA   | \$20.00          | \$40.00         |
| 0367461277 | Organized Crime: A Cultural In | 1   | EA   | \$42.95          | \$42.95         |
| 1640094741 | Bodies on the Line: At the Fro | 1   | EA   | \$22.94          | \$22.94         |
| 9390327202 | A Matter Of Trust: India-US Re | 1   | EA   | \$30.00          | \$30.00         |
| 1476676860 | Roleplaying Games in the Digit | 1   | EA   | \$45.00          | \$45.00         |
| 1119513790 | Microaggressions in Everyday L | 1   | EA   | \$46.49          | \$46.49         |
| 0323757022 | Nursing Theorists and Their Wo | 1   | EA   | \$91.99          | \$91.99         |
| 1538166437 | Buying In: Big-Time Women's Co | 1   | EA   | \$40.00          | \$40.00         |
| 081298840X | When Breath Becomes Air        | 1   | EA   | \$14.19          | \$14.19         |
| 1538128985 | A Concise History of Korea: Fr | 1   | EA   | \$54.74          | \$54.74         |
| 1475865457 | The Velocity of Information: H | 1   | EA   | \$35.00          | \$35.00         |
| 1604880872 | Are They Rich Because They're  | 1   | EA   | \$10.00          | \$10.00         |
| 149855394X | Adolescence, Girlhood, and Med | 1   | EA   | \$36.99          | \$36.99         |
| 1951627490 | The Boy Who Felt Too Much: How | 1   | EA   | \$16.33          | \$16.33         |
| 1538164388 | Beyond Equity and Inclusion in | 1   | EA   | \$36.00          | \$36.00         |
| 1538143941 | Fact over Fake: A Critical Thi | 1   | EA   | \$21.99          | \$21.99         |
| 1604881070 | In Defense of the Us Working C | 1   | EA   | \$7.00           | \$7.00          |
|            |                                |     |      | <b>Subtotal:</b> | <b>\$659.85</b> |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>   |
| <b>Total Invoice:</b>            | <b>\$659.85</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>   |
| <b>Payments Applied:</b>         | <b>\$0.00</b>   |
| <b>Total Amount Outstanding:</b> | <b>\$659.85</b> |

**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)



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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 # 0000218 Amazon Invoice 454475397644**

---

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

Tue, May 3, 2022 at 01:19 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**

amazon invoice 454475397644.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 487397549868

Invoice Date: 4/29/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0738066

Document Type: AP Invoice

Document Below



**PAYMENTS ADDRESS**

SYNCB/AMAZON 5/5/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice #: 487397549868 KKL  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55960017 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/29/2022 **Store:** 0001  
**Due Date:** 07/03/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price   | Ex Price |
|------------|--------------------------------|-----|------|---------|----------|
| 0940450607 | American Poetry: The Nineteent | 1   | EA   | \$38.00 | \$38.00  |
| 168365000X | Philosophy & Opinions Of Marcu | 1   | EA   | \$18.00 | \$18.00  |
| 0664221521 | The Responsible Self (LTE) (Li | 1   | EA   | \$30.00 | \$30.00  |
| 0809073641 | The Night Trilogy: Night, Dawn | 1   | EA   | \$18.00 | \$18.00  |
| 0300240326 | The Poetry of Pop              | 1   | EA   | \$15.78 | \$15.78  |
| 1575253968 | Audition Arsenal For Women In  | 1   | EA   | \$14.89 | \$14.89  |
| 0893574643 | Through the Russian Revolution | 1   | EA   | \$29.95 | \$29.95  |
| 1412814898 | The Art of Comedy Writing      | 1   | EA   | \$46.16 | \$46.16  |
| 0307476561 | The Pirates of Somalia: Inside | 1   | EA   | \$14.79 | \$14.79  |
| 1516720008 | ATI TEAS Secrets Study Guide:  | 1   | EA   | \$29.69 | \$29.69  |
| 0691174652 | The Case against Education: Wh | 1   | EA   | \$26.49 | \$26.49  |
| 0061452483 | The Cheese Monkeys: A Novel In | 1   | EA   | \$13.99 | \$13.99  |
| 094045078X | American Poetry: The Nineteent | 1   | EA   | \$25.60 | \$25.60  |
| 0545695198 | Code of Honor                  | 1   | EA   | \$13.39 | \$13.39  |
| 1608464989 | State and Revolution: Fully An | 1   | EA   | \$15.29 | \$15.29  |
| 0140441638 | The Upanishads (Penguin Classi | 1   | EA   | \$11.49 | \$11.49  |
| 1559365498 | The Seagull (TCG Classic Russi | 1   | EA   | \$12.47 | \$12.47  |
| 0143112627 | The Varieties of Scientific Ex | 1   | EA   | \$19.79 | \$19.79  |
| 026203624X | Coding Literacy: How Computer  | 1   | EA   | \$35.00 | \$35.00  |
| 038548349X | Zen Buddhism: Selected Writing | 1   | EA   | \$16.99 | \$16.99  |
| 0816656096 | String, Felt, Thread: The Hier | 1   | EA   | \$29.16 | \$29.16  |
| 1250049806 | Mortal Sins: Sex, Crime, and t | 1   | EA   | \$23.99 | \$23.99  |
| 0714862436 | Pop Art (Art and Ideas)        | 1   | EA   | \$27.55 | \$27.55  |
| 1532026153 | Packing Them In                | 1   | EA   | \$18.87 | \$18.87  |
| 1616148071 | Think: Why You Should Question | 1   | EA   | \$14.10 | \$14.10  |
| 1576737357 | Becoming Me: Caitlin: Book 1 ( | 1   | EA   | \$14.99 | \$14.99  |
| 0060548312 | Water: The Epic Struggle for W | 1   | EA   | \$16.39 | \$16.39  |
| 1516726073 | HESI A2 Study Guide 2020-2021  | 1   | EA   | \$36.56 | \$36.56  |
| 0231122055 | Mencius (Translations from the | 1   | EA   | \$30.00 | \$30.00  |
| 0062234358 | The Accursed: A Novel          | 1   | EA   | \$12.29 | \$12.29  |

|            |                                   |   |    |         |         |
|------------|-----------------------------------|---|----|---------|---------|
| 1620402203 | The Ukulele Handbook              | 1 | EA | \$21.49 | \$21.49 |
| 1478635304 | Creative Nonfiction: Researchi    | 1 | EA | \$19.95 | \$19.95 |
|            | SALES TAX                         | 1 | EA | \$0.00  | \$0.00  |
| 0520212436 | Pop Art: A Critical History (D    | 1 | EA | \$41.95 | \$41.95 |
| 036720262X | RussiaGate and Propaganda:<br>Dis | 1 | EA | \$59.95 | \$59.95 |
| 162466654X | A Rulebook for Arguments          | 1 | EA | \$12.50 | \$12.50 |
| 0062803913 | No Better Friend, No Worse<br>Ene | 1 | EA | \$28.99 | \$28.99 |

---

|                  |                 |
|------------------|-----------------|
| <b>Subtotal:</b> | <b>\$854.49</b> |
|------------------|-----------------|

|             |               |
|-------------|---------------|
| <b>Tax:</b> | <b>\$0.00</b> |
|-------------|---------------|

|                       |                 |
|-----------------------|-----------------|
| <b>Total Invoice:</b> | <b>\$854.49</b> |
|-----------------------|-----------------|

|                     |               |
|---------------------|---------------|
| <b>Adjustments:</b> | <b>\$0.00</b> |
|---------------------|---------------|

|                          |               |
|--------------------------|---------------|
| <b>Payments Applied:</b> | <b>\$0.00</b> |
|--------------------------|---------------|

|                                  |                 |
|----------------------------------|-----------------|
| <b>Total Amount Outstanding:</b> | <b>\$854.49</b> |
|----------------------------------|-----------------|

**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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425 Fawell Blvd.  
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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

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

---

**BO # 0000218 Amazon Invoice 487397549868**

---

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

Thu, May 5, 2022 at 01:25 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**

amazon invoice 487397549868.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 446348958763

Invoice Date: 5/1/2022

PO Number: B0000218

Check Number: 0299027

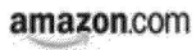
Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0738067

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON

P.O.BOX 530958

ATLANTA, GA 30353-0958

5/4/22 BO # 0000218

For Inquiries, call at :

866-634-8381

Invoice # : 446348958763 6TZ

Account Number : xxxxxx9203

Company Name : COLLEGE OF DUPAGE LIBRARY

Address : ATTN: LARISA MILLER

425 FAWELL BLVD

GLEN ELLYN, IL, 60137

**Trans #:** 55939297 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 05/01/2022 **Store:** 0001  
**Due Date:** 07/02/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price    | Ex Price |
|------------|--------------------------------|-----|------|----------|----------|
| 1610024680 | Pediatric Collections: Vaping: | 1   | EA   | \$49.00  | \$49.00  |
| 0323826628 | Netter's Clinical Anatomy (Net | 1   | EA   | \$64.99  | \$64.99  |
|            | SALES TAX                      | 1   | EA   | \$0.00   | \$0.00   |
| 0520295277 | We Have Always Been Minimalist | 1   | EA   | \$29.95  | \$29.95  |
| 0879758708 | Dying to Live: Near Death Expe | 1   | EA   | \$18.80  | \$18.80  |
| 1610392337 | Memoirs of an Addicted Brain:  | 1   | EA   | \$18.99  | \$18.99  |
| 0877667500 | But They All Come Back: Facing | 1   | EA   | \$35.00  | \$35.00  |
| 1785920065 | Inclusion, Play and Empathy    | 1   | EA   | \$39.95  | \$39.95  |
| 0134752511 | Fundamentals of Clinical Super | 1   | EA   | \$106.66 | \$106.66 |
| 1607328399 | The Geysers of Yellowstone, Fi | 1   | EA   | \$24.95  | \$24.95  |

**Subtotal:** \$388.29**Tax:** \$0.00**Total Invoice:** \$388.29**Adjustments:** \$0.00**Payments Applied:** \$0.00**Total Amount Outstanding:** \$388.29

**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](#)

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Glen Ellyn, IL 60137-6599  
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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

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

---

**BO # 0000218 Amazon Invoice 446348958763**

---

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

Wed, May 4, 2022 at 01:14 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**

amazon invoice 446348958763.pdf



Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 473845379748

Invoice Date: 5/3/2022

PO Number: B0000218

Check Number: 0299027

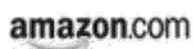
Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0738098

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 5/6/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice # : 473845379748 A8P  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55981941 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 05/03/2022 **Store:** 0001  
**Due Date:** 07/04/2022 **Buyer Name:**

| SKU              | Description                       | Qty | Unit | Price   | Ex Price        |
|------------------|-----------------------------------|-----|------|---------|-----------------|
| 152474672X       | Dopamine Nation: Finding<br>Balan | 24  | EA   | \$18.89 | \$453.36        |
| 1250223180       | What Happened to You?:<br>Convers | 24  | EA   | \$14.49 | \$347.76        |
|                  | SALES TAX                         | 1   | EA   | \$0.00  | \$0.00          |
| <b>Subtotal:</b> |                                   |     |      |         | <b>\$801.12</b> |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>   |
| <b>Total Invoice:</b>            | <b>\$801.12</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>   |
| <b>Payments Applied:</b>         | <b>\$0.00</b>   |
| <b>Total Amount Outstanding:</b> | <b>\$801.12</b> |

**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](#)

---

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**Interim Chief Financial Officer**  
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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

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

---

**BO # 0000218 Amazon Invoice 473845379748**

---

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

Fri, May 6, 2022 at 01:03 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**

amazon invoice 473845379748.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 478375583955

Invoice Date: 4/28/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0738099

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

5/6/22 BO # 0000218

For Inquiries, call at :  
866-634-8381

Invoice #: 478375583955 AVL  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 55981938 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 04/28/2022 **Store:** 0001  
**Due Date:** 07/04/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price   | Ex Price |
|------------|--------------------------------|-----|------|---------|----------|
| 067401930X | Bitter Fruit: The Story of the | 1   | EA   | \$22.95 | \$22.95  |
| 1608190951 | Ascent of George Washington    | 1   | EA   | \$15.20 | \$15.20  |
| 1503253791 | Candide                        | 1   | EA   | \$6.25  | \$6.25   |
| 0253202027 | Don't Make No Waves...Don't Ba | 1   | EA   | \$24.00 | \$24.00  |
| 0811200213 | The Holy Terrors (Les Enfants  | 1   | EA   | \$17.77 | \$17.77  |
| 0300223986 | The Burning House: Jim Crow an | 1   | EA   | \$15.40 | \$15.40  |
| 0802822215 | Backgrounds of Early Christian | 1   | EA   | \$30.22 | \$30.22  |
| 1439163383 | The Iliad                      | 1   | EA   | \$17.69 | \$17.69  |
| 0944344585 | The Gospel of Mary of Magdala: | 1   | EA   | \$20.00 | \$20.00  |
| 0520286480 | Chicago on the Make: Power and | 1   | EA   | \$18.99 | \$18.99  |
| 1681235358 | Critical Conversations about R | 1   | EA   | \$45.99 | \$45.99  |
| 0253356520 | The Depression Comes to the So | 1   | EA   | \$29.95 | \$29.95  |
| 0679410465 | The Master and Margarita: Intr | 1   | EA   | \$19.59 | \$19.59  |
| 1612196160 | Martin Luther King, Jr.: The L | 1   | EA   | \$14.68 | \$14.68  |
| 0813030781 | From Garvey to Marley: Rastafa | 1   | EA   | \$24.71 | \$24.71  |
| 0773524274 | Ethico-Religious Concepts in t | 1   | EA   | \$32.95 | \$32.95  |
| 1578066832 | Choctaw Tales                  | 1   | EA   | \$25.00 | \$25.00  |
| 1878424319 | The Four Agreements: A Practic | 1   | EA   | \$7.74  | \$7.74   |
| 041595150X | Black Sexual Politics: African | 1   | EA   | \$43.87 | \$43.87  |
| 0252077636 | Latino Urban Ethnography and t | 1   | EA   | \$23.70 | \$23.70  |
| 0802124305 | Leningrad: Siege and Symphony: | 1   | EA   | \$17.49 | \$17.49  |
| 0195181743 | The Ghost of Jim Crow: How Sou | 1   | EA   | \$28.77 | \$28.77  |
| 0521683386 | The Cambridge Companion to Ort | 1   | EA   | \$35.99 | \$35.99  |
| 022602119X | Black Picket Fences, Second Ed | 1   | EA   | \$26.00 | \$26.00  |
| 0872208656 | The Haitian Revolution: A Docu | 1   | EA   | \$18.00 | \$18.00  |
| 110767218X | A Concise History of Modern In | 1   | EA   | \$24.05 | \$24.05  |
| 0446697966 | God Is Not Great: How Religion | 1   | EA   | \$14.95 | \$14.95  |
| 0300198140 | The Golden Ass                 | 1   | EA   | \$15.00 | \$15.00  |
| 1588141578 | The Gulistan (Rose Garden) of  | 1   | EA   | \$60.00 | \$60.00  |
| 1400030722 | Andrew Jackson: His Life and T | 1   | EA   | \$14.99 | \$14.99  |
| 0544105168 | How To Be Secular: A Call to A | 1   | EA   | \$18.99 | \$18.99  |

|            |                                |   |    |                  |                 |
|------------|--------------------------------|---|----|------------------|-----------------|
| 0062502158 | The Essential Confucius        | 1 | EA | \$14.99          | \$14.99         |
| 1631492535 | How To Be a Tudor: A Dawn-to-D | 1 | EA | \$17.95          | \$17.95         |
|            | SALES TAX                      | 1 | EA | \$0.00           | \$0.00          |
| 0231106513 | History in Three Keys: The Box | 1 | EA | \$34.99          | \$34.99         |
|            |                                |   |    | <b>Subtotal:</b> | <b>\$798.81</b> |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>   |
| <b>Total Invoice:</b>            | <b>\$798.81</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>   |
| <b>Payments Applied:</b>         | <b>\$0.00</b>   |
| <b>Total Amount Outstanding:</b> | <b>\$798.81</b> |

**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)



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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 # 0000218 Amazon Invoice 478375583955**

---

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

Fri, May 6, 2022 at 01:04 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**

amazon invoice 478375583955.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 859998646979

Invoice Date: 5/1/2022

PO Number: B0000218

Check Number: 0299027

Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0738571

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

5/9/22 BO # 0000218

For Inquiries, call at :  
866-634-8381

Invoice #: 859998646979 GNN  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 56004478 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 05/01/2022 **Store:** 0001  
**Due Date:** 07/05/2022 **Buyer Name:**

| SKU        | Description                        | Qty | Unit | Price   | Ex Price |
|------------|------------------------------------|-----|------|---------|----------|
| 0812978188 | Ragtime: A Novel (Modern<br>Libra  | 1   | EA   | \$10.59 | \$10.59  |
| 0195325060 | Helping Children with Autism L     | 1   | EA   | \$24.69 | \$24.69  |
| 147582582X | Cyberbullying in Social Media      | 1   | EA   | \$20.07 | \$20.07  |
| 0141180390 | Messiah (Penguin Twentieth-<br>Cen | 1   | EA   | \$17.00 | \$17.00  |
| 0140065172 | Ordinary People                    | 1   | EA   | \$12.99 | \$12.99  |
| 0062266640 | I'm Just a Person                  | 1   | EA   | \$15.99 | \$15.99  |
| 0465036961 | Killing Monsters: Why Children     | 1   | EA   | \$15.99 | \$15.99  |
| 0061148504 | Native Son                         | 1   | EA   | \$13.71 | \$13.71  |
| 1476724105 | Double Double: A Dual Memoir<br>O  | 1   | EA   | \$16.69 | \$16.69  |
| 0143114247 | The Stuff of Thought: Language     | 1   | EA   | \$16.69 | \$16.69  |
| 0231178670 | Shakespeare and the Jews           | 1   | EA   | \$30.81 | \$30.81  |
| 1472592743 | Literary Theory: The Complete      | 1   | EA   | \$26.95 | \$26.95  |
| 0141439513 | Pride and Prejudice                | 1   | EA   | \$8.99  | \$8.99   |
| 0814797970 | Poetry: An Introduction            | 1   | EA   | \$22.08 | \$22.08  |
| 0801867762 | Learning While Black: Creating     | 1   | EA   | \$23.95 | \$23.95  |
| 1250192757 | Sourdough: or, Lois and Her Ad     | 1   | EA   | \$17.00 | \$17.00  |
| 0134860225 | Language Assessment: Principle     | 1   | EA   | \$37.99 | \$37.99  |
| 0446676101 | Lilith's Brood                     | 1   | EA   | \$15.82 | \$15.82  |
| 0813934028 | Fatalism in American Film Noir     | 1   | EA   | \$17.50 | \$17.50  |
| 0140050035 | Exterminator!                      | 1   | EA   | \$14.78 | \$14.78  |
| 1682194078 | Hate, Inc.: Why Today's Media      | 1   | EA   | \$16.00 | \$16.00  |
| 0316229296 | The Fifth Season (The Broken<br>E  | 1   | EA   | \$14.39 | \$14.39  |
| 0743296443 | House Rules: A Novel               | 1   | EA   | \$12.38 | \$12.38  |
| 1107462118 | The Rise of Writing: Redefinin     | 1   | EA   | \$26.89 | \$26.89  |
| 0826486312 | Aesthetics and Architecture (B     | 1   | EA   | \$7.85  | \$7.85   |
| 1785924133 | First Class Support for Colleg     | 1   | EA   | \$24.95 | \$24.95  |
| 1634505468 | The Green Berets: The<br>Amazing   | 1   | EA   | \$14.99 | \$14.99  |
| 0872861562 | The Most Beautiful Woman in<br>To  | 1   | EA   | \$13.35 | \$13.35  |
| 0316118826 | The Quickie                        | 1   | EA   | \$30.00 | \$30.00  |
| 0764552724 | Poetry For Dummies                 | 1   | EA   | \$16.89 | \$16.89  |
| 1568582463 | The Man in the Gray Flannel Su     | 1   | EA   | \$13.99 | \$13.99  |
| 1559362766 | Doubt: A Parable                   | 1   | EA   | \$14.81 | \$14.81  |

|            |                                   |   |    |                  |                 |
|------------|-----------------------------------|---|----|------------------|-----------------|
| 098589024X | Enhancing the Art & Science of    | 1 | EA | \$36.95          | \$36.95         |
| 0316412694 | The President Is Missing: A No    | 1 | EA | \$14.60          | \$14.60         |
| 1455564079 | She Walks in Beauty: A<br>Woman's | 1 | EA | \$13.99          | \$13.99         |
| 1101872500 | My Wicked Wicked Ways:<br>Poems ( | 1 | EA | \$13.99          | \$13.99         |
| 030773983X | Last Man in Tower                 | 1 | EA | \$16.95          | \$16.95         |
| 1400034299 | The Dew Breaker                   | 1 | EA | \$10.59          | \$10.59         |
| 0226521303 | Film Language: A Semiotics of     | 1 | EA | \$32.00          | \$32.00         |
| 0770435688 | Savage Inequalities: Children     | 1 | EA | \$14.99          | \$14.99         |
| 1933771046 | Perfectly Plum: Unauthorized E    | 1 | EA | \$17.68          | \$17.68         |
| 0375411704 | Love Speaks Its Name: Gay<br>and  | 1 | EA | \$14.95          | \$14.95         |
|            | SALES TAX                         | 1 | EA | \$0.00           | \$0.00          |
| 1598530097 | Philip K. Dick: Four Novels of    | 1 | EA | \$27.89          | \$27.89         |
|            |                                   |   |    | <b>Subtotal:</b> | <b>\$801.35</b> |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>   |
| <b>Total Invoice:</b>            | <b>\$801.35</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>   |
| <b>Payments Applied:</b>         | <b>\$0.00</b>   |
| <b>Total Amount Outstanding:</b> | <b>\$801.35</b> |

**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,

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**Scott L. Brady, CPA**  
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425 Fawell Blvd.  
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Glen Ellyn, IL 60137-6599  
Direct: 630.942.2219  
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**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)>  
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"Miller, Larisa" <millerl@cod.edu>

---

**BO # 0000218 Amazon Invoice 859998646979**

---

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

Mon, May 9, 2022 at 01:21 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**

amazon invoice 859998646979.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082163

Vendor Name: Amazon.com LLC

Invoice Number: 675894599948

Invoice Date: 5/4/2022

PO Number: B0000218

Check Number: 0299027

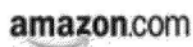
Check Amount: \$ 14,315.62

Check Date: 05/13/2022

Voucher Number: V0738572

Document Type: AP Invoice

Document Below

**PAYMENTS ADDRESS**

SYNCB/AMAZON 5/9/22 BO # 0000218  
P.O.BOX 530958  
ATLANTA, GA 30353-0958

For Inquiries, call at :  
866-634-8381

Invoice # : 675894599948 ERX  
Account Number : xxxxxx9203  
Company Name : COLLEGE OF DUPAGE LIBRARY  
Address : ATTN: LARISA MILLER  
425 FAWELL BLVD  
GLEN ELLYN, IL, 60137

**Trans #:** 56004467 **P.O.#/Job Name:** BO 0000218  
**Sale Date:** 05/04/2022 **Store:** 0001  
**Due Date:** 07/05/2022 **Buyer Name:**

| SKU        | Description                    | Qty | Unit | Price            | Ex Price        |
|------------|--------------------------------|-----|------|------------------|-----------------|
| 1119619092 | Small Teaching Online: Applyin | 24  | EA   | \$27.49          | \$659.76        |
|            | SALES TAX                      | 1   | EA   | \$0.00           | \$0.00          |
|            |                                |     |      | <b>Subtotal:</b> | <b>\$659.76</b> |

|                                  |                 |
|----------------------------------|-----------------|
| <b>Tax:</b>                      | <b>\$0.00</b>   |
| <b>Total Invoice:</b>            | <b>\$659.76</b> |
| <b>Adjustments:</b>              | <b>\$0.00</b>   |
| <b>Payments Applied:</b>         | <b>\$0.00</b>   |
| <b>Total Amount Outstanding:</b> | <b>\$659.76</b> |



**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](#)

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**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

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

---

**BO # 0000218 Amazon Invoice 675894599948**

---

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

Mon, May 9, 2022 at 01:18 PM GMT

CC:

BCC:

**Larisa Miller**

Supervisor - Acquisitions

College of DuPage Library

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Glen Ellyn, IL 60137

630.942.3664 (v)

630.942-4646 (f)

[millerl@cod.edu](mailto:millerl@cod.edu)

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amazon invoice 675894599948.pdf