


Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082133
Vendor Name: Alibris
Invoice Number: 89467137
Invoice Date: 2/9/2023
PO Number: B0000987
Check Number: 0310127
Check Amount: \$ 455.44
Check Date: 03/14/2023
Voucher Number: V0771132
Document Type: AP Invoice

Document Below


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

Page: 1 of 1
 Invoice: 89467137
 Invoice Date: Feb 9, 2023
 Due Date: Mar 11, 2023
 Customer Code: 135506
 Shipment ID: 82847567

Invoice

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

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

Invoice Detail

Your	Alibris			Amount
PO #Ref #	Order #	Title / Author / ISBN	Price Shipping	Due
20034 N/A	71555037-1	Greenhouse Gas Emissions Information for Decision ... / National Academies of Sciences, Engineering, and M / 9780309691147	\$29.95 \$4.49	\$34.44
Items: 1			Totals: \$29.95 \$4.49	\$34.44

Total Due: USD \$34.44

FID: 94-3300477
 GST/HST: 778107466RT0001
 IOSS: IM3720004076

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

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

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

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
Date: Thursday, January 7, 2021 2:57:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello Jennifer,

First off I do appreciate the time and thought you put into your email. I've added your concerns to a discussion we will be having with the Provost and Lisa Stock tomorrow afternoon. In the meantime, if you have invoices which are coming due, please send them onto Accounts Payable and let them know I approved them to come in that way while we work this all out. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Disclosure Statement:

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

From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <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 # 0000987 Alibris Invoice 89467137

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

Wed, Feb 15, 2023 at 03:14 PM UTC

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


1 attachment

alibris invoice 89467137.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082133
Vendor Name: Alibris
Invoice Number: 89461753
Invoice Date: 2/8/2023
PO Number: B0000987
Check Number: 0310127
Check Amount: \$ 455.44
Check Date: 03/14/2023
Voucher Number: V0771133
Document Type: AP Invoice

Document Below


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

Page: 1 of 1
 Invoice: 89461753
 Invoice Date: Feb 8, 2023
 Due Date: Mar 10, 2023
 Customer Code: 135506
 Shipment ID: 82843078

Invoice

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

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

Invoice Detail

Your PO #	Alibris Ref #	Alibris Order #	Title / Author / ISBN	Price	Shipping	Amount Due
20034	N/A	<u>71555037-3</u>	True Lies / James Cameron / 0086162864063	\$8.95	\$4.49	\$13.44
Items: 1				Totals:	\$8.95	\$4.49
						\$13.44

Total Due: USD \$13.44

FID: 94-3300477
 GST/HST: 778107466RT0001
 IOSS: IM3720004076

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

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

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

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
Date: Thursday, January 7, 2021 2:57:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello Jennifer,

First off I do appreciate the time and thought you put into your email. I've added your concerns to a discussion we will be having with the Provost and Lisa Stock tomorrow afternoon. In the meantime, if you have invoices which are coming due, please send them onto Accounts Payable and let them know I approved them to come in that way while we work this all out. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Disclosure Statement:

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

From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <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 # 0000987 Alibris Invoice 89461753

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

Wed, Feb 15, 2023 at 03:25 PM UTC

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


1 attachment

alibris invoice 89461753.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082133
Vendor Name: Alibris
Invoice Number: 89379897
Invoice Date: 1/26/2023
PO Number: B0000987
Check Number: 0310127
Check Amount: \$ 455.44
Check Date: 03/14/2023
Voucher Number: V0774384
Document Type: AP Invoice

Document Below


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

Page: 1 of 1
 Invoice: 89379897
 Invoice Date: Jan 26, 2023
 Due Date: Feb 25, 2023
 Customer Code: 135506
 Shipment ID: 82766513

Invoice

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

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

Invoice Detail

Your PO		Alibris				Amount
#	Ref #	Order #	Title / Author / ISBN	Price	Shipping	Due
987	N/A	71486942-4	Pencak Silat for Future Generations My Training Gu... / O'Ong Maryono /	\$47.95	\$4.49	\$52.44
			9786162151156			
Items: 1				Totals: \$47.95	\$4.49	\$52.44
					Total Due:	USD \$52.44

FID: 94-3300477
 GST/HST: 778107466RT0001
 IOSS: IM3720004076

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

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

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

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
Date: Thursday, January 7, 2021 2:57:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello Jennifer,

First off I do appreciate the time and thought you put into your email. I've added your concerns to a discussion we will be having with the Provost and Lisa Stock tomorrow afternoon. In the meantime, if you have invoices which are coming due, please send them onto Accounts Payable and let them know I approved them to come in that way while we work this all out. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Disclosure Statement:

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

From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <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 # 0000987 Alibris Invoice 89379897

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

Tue, Feb 21, 2023 at 03:45 PM UTC

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

1 attachment


alibris invoice 89379897.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082133
Vendor Name: Alibris
Invoice Number: 89467105
Invoice Date: 2/8/2023
PO Number: B0000987
Check Number: 0310127
Check Amount: \$ 455.44
Check Date: 03/14/2023
Voucher Number: V0774584
Document Type: AP Invoice

Document Below

2/23/23 BO # 0000987

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

Page: 1 of 1
Invoice: 89467105
Invoice Date: Feb 8, 2023
Due Date: Mar 10, 2023
Customer Code: 135506
Shipment ID: 82845092

Invoice

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

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

Invoice Detail

Your PO #	Alibris Ref #	Alibris Order #	Title / Author / ISBN	Price	Shipping	Amount Due
20034	N/A	71555037-6	Punk Orientalism: The Art of Rebellion / Raza, Sara / 9781912165391	\$44.95	\$3.49	\$48.44
Items: 1				Totals: \$44.95	\$3.49	\$48.44

Total Due: USD \$48.44

FID: 94-3300477
GST/HST: 778107466RT0001
IOSS: IM3720004076

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

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

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

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
Date: Thursday, January 7, 2021 2:57:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello Jennifer,

First off I do appreciate the time and thought you put into your email. I've added your concerns to a discussion we will be having with the Provost and Lisa Stock tomorrow afternoon. In the meantime, if you have invoices which are coming due, please send them onto Accounts Payable and let them know I approved them to come in that way while we work this all out. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Disclosure Statement:

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

From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <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 # 0000987 Alibris Invoice 89467105

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

Thu, Feb 23, 2023 at 02:52 PM UTC

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

1 attachment


alibris invoice 89467105.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082133
Vendor Name: Alibris
Invoice Number: 89467153
Invoice Date: 2/9/2023
PO Number: B0000987
Check Number: 0310127
Check Amount: \$ 455.44
Check Date: 03/14/2023
Voucher Number: V0774585
Document Type: AP Invoice

Document Below

2/23/23 BO # 0000987

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

Page: 1 of 1
Invoice: 89467153
Invoice Date: Feb 9, 2023
Due Date: Mar 11, 2023
Customer Code: 135506
Shipment ID: 82849283

Invoice

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

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

Invoice Detail

Your PO#	Alibris Ref #	Alibris Order #	Title / Author / ISBN	Price	Shipping	Amount Due
20034	N/A	<u>71555037-2</u>	Brutalism Reinvented / Agata Toromanoff / 9783791388113	\$54.95	\$4.49	\$59.44
Items: 1				Totals:	\$54.95 \$4.49	\$59.44

Total Due: USD \$59.44

FID: 94-3300477
GST/HST: 778107466RT0001
IOSS: IM3720004076

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

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

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

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
Date: Thursday, January 7, 2021 2:57:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello Jennifer,

First off I do appreciate the time and thought you put into your email. I've added your concerns to a discussion we will be having with the Provost and Lisa Stock tomorrow afternoon. In the meantime, if you have invoices which are coming due, please send them onto Accounts Payable and let them know I approved them to come in that way while we work this all out. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Disclosure Statement:

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

From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <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 # 0000987 Alibris Invoice 89467153

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

Thu, Feb 23, 2023 at 02:53 PM UTC

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


1 attachment

alibris invoice 89467153.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082133
Vendor Name: Alibris
Invoice Number: 89467104
Invoice Date: 2/8/2023
PO Number: B0000987
Check Number: 0310127
Check Amount: \$ 455.44
Check Date: 03/14/2023
Voucher Number: V0776113
Document Type: AP Invoice

Document Below


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

Page: 1 of 1
 Invoice: 89467104
 Invoice Date: Feb 8, 2023
 Due Date: Mar 10, 2023
 Customer Code: 135506
 Shipment ID: 82845091

Invoice

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

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

Invoice Detail

Your PO #	Alibris Ref #	Order #	Title / Author / ISBN	Price	Shipping	Amount Due
20034	N/A	71555037-5	Eccentric Lives: The Daily Telegraph Book of 21st ... / Brown, Andrew M (Editor) / 9781914414879	\$44.95	\$4.49	\$49.44
Items: 1				Totals: \$44.95	\$4.49	\$49.44

Total Due: USD \$49.44

FID: 94-3300477
 GST/HST: 778107466RT0001
 IOSS: IM3720004076

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

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

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

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
Date: Thursday, January 7, 2021 2:57:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello Jennifer,

First off I do appreciate the time and thought you put into your email. I've added your concerns to a discussion we will be having with the Provost and Lisa Stock tomorrow afternoon. In the meantime, if you have invoices which are coming due, please send them onto Accounts Payable and let them know I approved them to come in that way while we work this all out. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Disclosure Statement:

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

From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <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 # 0000987 Alibris Invoice 89467104

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

Wed, Mar 1, 2023 at 02:27 PM UTC

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

1 attachment

alibris invoice 89467104.pdf

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1082133
Vendor Name: Alibris
Invoice Number: 89537632
Invoice Date: 2/23/2023
PO Number: B0000987
Check Number: 0310127
Check Amount: \$ 455.44
Check Date: 03/14/2023
Voucher Number: V0776114
Document Type: AP Invoice

Document Below

3/1/23 BO # 0000987



2560 9th Street Suite 215
Berkeley, CA 94710
<https://www.alibris.com/library>
Books you thought you'd never find.

Page: 1 of 1
Invoice: 89537632
Invoice Date: 2/23/23
Due Date: 3/25/23
Customer Code: 135506
Shipment ID: 82918454

Invoice

Bill To: College of DuPage Library
425 Fawell Boulevard
SRC 2034
Glen Ellyn, IL 60137
UNITED STATES
Attn: Larisa Miller

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

Invoice Detail

Your PO #	Your Ref #	Alibris Order #	Title / Author	Price	Shipping	Amount Due
987	N/A	71578736-10	Battle Royale, Book 1 / Masayuki Taguchi, Koushun...	\$17.95	\$0.00	\$17.95
987	N/A	71578736-11	Battle Royale, Book 2 / Masayuki Taguchi, Koushun...	\$9.80	\$0.00	\$9.80
987	N/A	71578736-12	Battle Royale, Vol. 3 / Masayuki Taguchi, Koushun...	\$17.95	\$0.00	\$17.95
987	N/A	71578736-13	Battle Royale, Vol. 4 / Masayuki Taguchi, Koushun...	\$17.95	\$0.00	\$17.95
987	N/A	71578736-2	Bears of the North: A Year Inside Their Worlds / Lynch, Wayne	\$24.95	\$0.00	\$24.95
987	N/A	71578736-8	Love Hina, Vol. 1 / Ken Akamatsu	\$9.80	\$0.00	\$9.80
987	N/A	71578736-6	Love Hina, Vol. 3 / Ken Akamatsu	\$8.95	\$0.00	\$8.95
987	N/A	71578736-7	Love Hina, Vol. 4 / Ken Akamatsu	\$8.95	\$0.00	\$8.95
987	N/A	71578736-5	Love Hina, Volume 2 / Ken Akamatsu	\$8.95	\$0.00	\$8.95
987	N/A	71578736-4	Master Photographs: Master Photographs from PFA Ex... / Capa, Cornell (Introd).	\$8.95	\$0.00	\$8.95
987	N/A	71578736-14	Naruto, Vol. 3: Dreams / Kishimoto, Masashi	\$13.90	\$0.00	\$13.90
987	N/A	71578736-9	Snow White With the Red Hair, Vol. 1 (1) / Akiduki, Sorata	\$13.75	\$0.00	\$13.75
987	N/A	71578736-1	The Ku Klux Klan: A Study of the American Mind / Mecklin, John Moffat	\$35.95	\$0.00	\$35.95
Items: 13				Totals:	\$197.80	\$0.00 \$197.80

Total Due: USD \$197.80

FID: 94-3300477
GST/HST: 778107466RT0001
IOSS: IM3720004076

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

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

Remit to: Alibris, Inc.
75 Remittance Drive
Suite 6046
Chicago, IL 60675-6046

From: [Brady, Scott](#)
To: [McIntosh, Jennifer](#)
Cc: [Hunnicut, Marianne](#); [Stock, Lisa](#)
Subject: RE: Vendor Invoicing Procedures
Date: Thursday, January 7, 2021 2:57:04 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello Jennifer,

First off I do appreciate the time and thought you put into your email. I've added your concerns to a discussion we will be having with the Provost and Lisa Stock tomorrow afternoon. In the meantime, if you have invoices which are coming due, please send them onto Accounts Payable and let them know I approved them to come in that way while we work this all out. Thanks, Scott

Scott L. Brady, CPA
Interim Chief Financial Officer
College of DuPage
425 Fawell Blvd.
SRC 2130L
Glen Ellyn, IL 60137-6599
Direct: 630.942.2219
Email: bradys310@cod.edu



Disclosure Statement:

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

From: McIntosh, Jennifer <mcintoshj144@cod.edu>
Sent: Thursday, January 7, 2021 10:41 AM
To: Brady, Scott <bradys310@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>; Stock, Lisa <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 # 0000987 Alibris Invoice 89537632

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

Wed, Mar 1, 2023 at 02:29 PM UTC

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

1 attachment

alibris invoice 89537632.pdf