

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1085401
Vendor Name: Grey House Publ.
Invoice Number: 184189
Invoice Date: 2/15/2023
PO Number: B0001058
Check Number: 0310237
Check Amount: \$ 292.50
Check Date: 03/14/2023
Voucher Number: V0774591
Document Type: AP Invoice

Document Below

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Published & Distributed by GREY HOUSE PUBLISHING

2/23/23 BO # 0001058

ORIGINAL INVOICE
INVOICE NO. 184189

INVOICE NO. 184189
2023

Date Shipped: 2-15-

INVOICE TO:

College Of Dupage
Larisa Miller
425 Fawell Blvd
Library
Glen Ellyn IL 60137-6599

SHIP TO:

CUSTOMER ACCOUNT NO.	SALESMAN	CUSTOMER ORDER NO.	TERMS	SHIP DATE
CIL544	S-21		30 DAYS	2-15-2023
QUANTITY	DESCRIPTION & ISBN		UNIT COST	EXTENSION
1	Careers in Cybersecurity 9781637004128		125.00	112.50

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Less Discount:	.00
Shipping & Handling:	4.50
Sales Tax:	.00
Invoice Total:	117.00
Amount Received:	.00
TOTAL DUE:	117.00

Please return with an invoice copy or list Inv# 184189 on your remittance.

Remittance Address: Salem Press, PO Box 56, Amenia NY 12501-0056

Tax ID# 13-3044945

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PAY NOW ONLINE

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



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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 # 0001058 Grey House Publishing Invoice 184189

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

Thu, Feb 23, 2023 at 02:47 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

grey house publishing invoice 184189.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085401

Vendor Name: Grey House Publ.

Invoice Number: 978733

Invoice Date: 2/14/2023

PO Number: B0001058

Check Number: 0310237

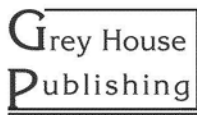
Check Amount: \$ 292.50

Check Date: 03/14/2023

Voucher Number: V0776220

Document Type: AP Invoice

Document Below



2/27/23 BO # 0001058

Invoice No: 978733
Order Date: 2/14/20234919 Route 22, PO Box 56, Amenia, NY 12501
(800) 562-2139 www.greyhouse.com
Tax ID: 13-3044945

Bill To:	Ship To (if different):
College of Dupage 425 Fawell Boulevard Library-SRC #2034 Glen Ellyn IL 60137 Ms Larisa Miller Acquisitions Librarian	

Customer ID	PO Number	Terms	Salesperson	Ship Date
630-942-2106-LIBR	1058	30 DAYS	Nancy E. Loughlin	2/17/2023

Description	Quantity	Price	Amount
Directory of Business Information Resources, 2023 9781637005163	1	\$195.00	\$ 195.00
		.00	.00
		.00	.00
		.00	.00
Sales Tax			\$.00
Shipping/Handling			\$.00
Less Discount			\$ 19.50
Subtotal			\$ 175.50
Amount Received			\$.00
Total Due (USD)			\$ 175.50

PAY NOW ONLINECheck here () to make this a **STANDING ORDER** and fax to (518) 789-0556.-----
To insure proper credit to your account, please pay online using the link below, or detach and return this stub with your check payment.Invoice: 978733
Tel: 630-942-2106-LIBR**Total Due: \$175.50**

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

BO # 0001058 Grey House Publishing Invoice 978733

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

Mon, Feb 27, 2023 at 05:40 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)

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