

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1577002
Vendor Name: BuildingGreen Inc
Invoice Number: 10731
Invoice Date: 3/15/2023
PO Number: P0005970
Check Number: E0094418
Check Amount: \$ 595.00
Check Date: 03/29/2023
Voucher Number: V0779710
Document Type: AP Invoice

Document Below

BuildingGreen Inc
122 Birge St Suite 30
Brattleboro, VT 05301
802-257-7300
accounting@buildinggreen.com
www.buildinggreen.com



BILL TO

Mary Konkel
College of DuPage
425 Fawell Blvd
Glen Ellyn, IL 60137

P0005970

msk 3/21/2023

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
10731	03/15/2023	\$595.00	05/14/2023	Net 60	

ACCOUNT NUMBER

107636

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	BGPRM-YC	Campus-wide Annual BuildingGreen Suite	1	595.00	595.00

For all billing/payment inquiries please email
accounting@buildinggreen.com - thank you.

BALANCE DUE

\$595.00

We appreciate you and look forward to our continued relationship!

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
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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

"Konkel, Mary" <konkel@cod.edu>

BuildingGreen FY23 Invoice ready for payment

"Konkel, Mary" <konkel@cod.edu>

Tue, Mar 21, 2023 at 03:17 PM UTC

CC:

BCC:

The attached invoice for BuildingGreen FY23 renewal is ready for payment and Authorization for Library to Submit invoices is attached.

--MARY

=====

Mary S. Konkel

Professor

Head of Technical Services

College of DuPage Library SRC 2034A

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

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Fax: 630-942-4646

E-mail: konkel@cod.edu

<https://library.cod.edu>

Difficult is done at once, the impossible takes a little longer / late 19th century proverb attributed to French statesman Charles Alexandre de Calonne

1 attachment

BuildingGreen FY23 Invoice and Authorization.pdf