

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085401

Vendor Name: Grey House Publ.

Check Details:

Check Number: 0337561

Check Amount: \$ 192.66

Check Date: 3/26/2025

Invoice Details:

Invoice Number: 190564

Invoice Date: 3/7/2025

PO Number: B0002309

Voucher Number: V0878984

Document Type: AP Invoice

Document Below

3/21/25 BO # 2309

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ORIGINAL INVOICE
INVOICE NO. 190564

INVOICE NO. 190564
2025

Date Shipped: 3-7-

INVOICE TO:

College of DuPage Library
Larisa Miller, Supvr-Acquisitions
425 Fawell Blvd
SRC 2034
Glen Ellyn IL 60137-6708

SHIP TO:

CUSTOMER ACCOUNT NO.	SALESMAN	CUSTOMER ORDER NO.	TERMS	SHIP DATE
CIL544	S-26		30 DAYS	3-7-2025
QUANTITY	DESCRIPTION & ISBN	UNIT COST	EXTENSION	
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www.greyhouse.com books@greyhouse.com

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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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 # 2309 Grey House Publishing Invoice 190564

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

Fri, Mar 21, 2025 at 04:39 PM UTC

CC:

BCC:

BO # 2309 Grey House Publishing Invoice 190564

Larisa Miller

College of DuPage Library

Supervisor Acquisitions

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1 attachment

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