

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1085401

Vendor Name: Grey House Publ.

Check Details:

Check Number: 0339855

Check Amount: \$ 811.75

Check Date: 6/10/2025

Invoice Details:

Invoice Number: 990060

Invoice Date: 4/22/2025

PO Number: B0002309

Voucher Number: V0888462

Document Type: AP Invoice

Document Below



Invoice No: 990060
Order Date: 4/22/2025

4919 Route 22, PO Box 56, Amenia, NY 12501
(800) 562-2139 www.greyhouse.com
Tax ID: 13-3044945

5/21/25 BO # 2309

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	2309	30 DAYS	Nancy E. Loughlin	5/19/2025

Description	Quantity	Price	Amount
Food & Beverage Market Place, 2026 (3 Vol-Library) 9798891791022	1	\$ 595.00	\$ 595.00
Opinions Throughout History: Mental Health 9781637005408	1	\$ 195.00	195
Adolescent Mental Health Handbook & Resource Guide 9781637008430	1	\$ 165.00	165
Sales Tax			\$.00
Shipping/Handling			\$.00
Less Discount			\$ 143.25
Subtotal			\$ 811.75
Amount Received			\$.00
Total Due (USD)			\$ 811.75

PAY NOW ONLINE

Check here () to make this a **STANDING ORDER** and fax to (518) 789-0556.

To ensure proper credit to your account, please pay online using the link below, or detach and return this stub with your check payment.

Invoice: 990060
Tel: 630-942-2106-LIBR

Total Due: \$811.75

☐ MAKE CHECK PAYABLE TO GREY HOUSE PUBLISHING

Please write your invoice number on the check

Send Payment to:

**Grey House Publishing
PO Box 56
Amenia, NY 12501-0056**

☐ MASTERCARD

☐ VISA

☐ AMEX

**CLICK HERE TO PAY YOUR INVOICE WITH
YOUR CREDIT CARD**

Bill to Name: College of DuPage

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Grey House Publishing
4919 Route 22, PO Box 56 Amenia, NY 12501-0056
(800) 562-2139 FAX: (518) 789-0556 www.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
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 # 2309 Grey House Publishing Invoice 990060

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

Wed, May 21, 2025 at 05:10 PM UTC

CC:

BCC:

BO # 2309 Grey House Publishing Invoice 990060

Larisa Miller

College of DuPage Library

Supervisor Acquisitions

425 Fawell Blvd.

SRC 2034

Glen Ellyn, IL 60137

630.942.3664 (v)

millerl@cod.edu

1 attachment

grey house invoice 990060.pdf