

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084530

Vendor Name: Follett's College of DuPage

Invoice Number: PO369726

Invoice Date: 05/22/20

PO Number: P0369726

Check Number: 0269056

Check Amount: \$ 1,618.79

Check Date: 06/23/2020

Department ID: 62004

Reviewer Name:

Voucher Number: V0629236

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: patelsh@cod.edu
Sent: Wed Jun 10 16:01:32 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Follett's College of DuPage bookstore- Department Purchase outstanding balance PO 369726

Good Afternoon

Attached is the PO with an outstanding balance. Please refer to the cover sheet information for direction of payments and the amount that needs to be paid.

To whom it may concern,

3 WAY MATCH

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

Follett's College of DuPage Bookstore Bill for the following department purchase

P.O # 369726 \$ 1, 280.00

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstor
3146 Solution Center
Chicago, IL 60677-3001
Store # 784 MA # 606**

Thanks,

**Shaba Patel
Follett's College of DuPage
Bookstore # 784
Operations Manager
Phone :(630) 942 4347
Fax :(630) 858 2982
spatel@follett.com**

**COLLEGE OF DUPAGE
SRC BUILDING
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6784**

STORE
NO. 0784

[illegible]

No.784

Received by

MAiled to Miranda's J.

Hime

5-22-20

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1084530
Follett's College of DuPage
Bookstore
425 Fawell Blvd
Glen Ellyn, IL 60137
Attn: Shaba Patel

Phone: 630-942-4347
Fax: 630-858-2982

PURCHASE ORDER

36972

Page:

Release Method: Hard Cop
Release Date: 05/22/202
Created Date: 05/22/202

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238
Fax: 630-942-2417

Deliver To: Miranda Jimenez/SRC-1111**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Delivery to approved off campus address will be coordinated through Yvonne Bedford. Thank you.

Requisition Number(s): 680261**Requisitioner Name(s):** Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9780996790079	20	Each	Mimic Social Student Codes	\$64.00	\$1,280.00

Deliver To: Miranda Jimenez/SRC-1111

Sub Total: \$ 1,280.00

Total: \$ 1,280.00

Account Code Summary

Account Code	Account Description	Amount
05-62-62004-5401002		\$1,280.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

Follett's COD Bookstore
425 Fawell Blvd - SRC Building
Glen Ellyn
IL, 60137
(630) 942-2360
0784mgr@fhcg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Mimic Social Simulation (Onlin			
017562796	200	\$80.00	\$1,280.00
Discount 20.00%			(16.00)
PL - Department Discount-20%			

Subtotal	\$1,600.00
Total Discount	(320.00)
Total Sales Tax	\$0.00
Total	\$1,280.00

ARHousecharge \$1,280.00
Major Acct:606
Student ID:369726
Student Name: Cont Edu
Major Account Name:COD Department Purchase

Signature: _____
I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 20

YOU SAVED \$320.00

Total Tender \$1,280.00

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO369665
Invoice Date: 06/10/20
PO Number: P0369665
Check Number: 0269056
Check Amount: \$ 1,618.79
Check Date: 06/23/2020
Department ID: 00009
Reviewer Name: Anna Gay
Voucher Number: V0629240
Redaction Type: None
Document Type: AP Invoice

Document Below

FOLLETT'S COLLEGE OF DUPAGE BOOKSTORE

COLLEGE OF DUPAGE
SRC BUILDING
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6784

PHONE
630/942-2361

FAX
630/942-4349

STORE
NO. 0784

Customer's Order No. 369665		Date 6/10/20		20			
Sold to HOSPITALITY							
Address							
City							
APPROVED							
06/17/20 - KRISTINE FAY							
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out	
1	SKU -		020714125			9.3	50
AUTOCAD 2020 (N)							
INVOICE REVIEWED							
OKAY TO PAY							
ANNA GAY 06/16/20							
Tax							
Thank You In case of claims or returned goods please present this bill.						Total	74.80

No.784

Received by

INVOICE REVIEWED

OKAY TO PAY

ANNA GAY 06/16/20

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

Vendor:

1084530
Follett's College of DuPage
Bookstore
425 Fawell Blvd
Glen Ellyn, IL 60137
Attn: Shaba Patel

Phone: 630-942-4347

Fax: 630-858-2982

PURCHASE ORDER

369665

Page: 1

Release Method: Hard Copy

Release Date: 05/14/2020

Created Date: 05/14/2020

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Gay, Anna

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 680237

Requisitioner Name(s): Anna Gay

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Auto Cad 2020 9781635638644 Shumaker	\$74.80	\$74.80
Deliver To: Gay, Anna						
APPROVED 06/17/20 - KRISTINE FAY						Sub Total: \$ 74.80
						Total: \$ 74.80
Account Code		Account Description				Amount
01-10-00009-5401002						\$74.80

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12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified

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Glen Ellyn
IL, 60137
(630) 942-2360
0784mgr@fhcg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
AutoCAD & Its Applications Bas			
020714125	1@	\$93.50	\$74.80 N
Discount 20.00%			(18.70)
PL - Department Discount-20%			
Subtotal			\$93.50
Total Discount			(18.70)
Total Sales Tax			\$0.00
Total			\$74.80
ARHousecharge			\$74.80
Major Acct:606			
Student ID:369665			
Student Name: Hospitality			
Major Account Name:COD Department Purchase			

Signature: _____
I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 1

YOU SAVED \$18.70

Total Tender \$74.80

APPROVED
06/17/20 - KRISTINE FAY

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO368180
Invoice Date: 01/15/20
PO Number: P0368180
Check Number: 0269056
Check Amount: \$ 1,618.79
Check Date: 06/23/2020
Department ID: 00009
Reviewer Name: Anna Gay
Voucher Number: V0629241
Redaction Type: None
Document Type: AP Invoice

Document Below

FOLLETT'S COLLEGE OF DUPAGE BOOKSTORE

COLLEGE OF DUPAGE
SRC BUILDING
425 FAWELL BOULEVARD
GLEN ELLYN, IL 60137-6784

PHONE
630/942-2361

FAX
630/942-4349

STORE
NO. 0784

Customer's Order No. 368180		Date 1/15/20		20			
Sold to ANNA GAY							
Address							
City							
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out	
Quantity	Description					Price	Amount
1	Sku - 012159809 Building Construction						263 99
APPROVED 06/17/20 - KRISTINE FAY							
INVOICE REVIEWED OKAY TO PAY ANNA GAY 06/16/20							
Tax							
Thank You In case of claims or returned goods please present this bill.						Total	263 99

No.784

Received by

168180

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1084530
Follett's College of DuPage
Bookstore
425 Fawell Blvd
Glen Ellyn, IL 60137
Attn: Celeste Brown

Phone: 630-942-2353
Fax: 630-858-2982

PURCHASE ORDER

368180

Page: 1

Release Method: Hard Copy

Release Date: 01/13/2020

Created Date: 01/13/2020

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Gay, Anna

PO Created By: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 678490

Requisitioner Name(s): Anna Gay

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Building Construction Costs ISBN 9781950656011 Gordian	\$263.99	\$263.99
Deliver To: Gay, Anna						
Sub Total: \$						263.99
Total: \$						263.99

Account Code Summary

Account Code	Account Description	Amount
01-10-00009-5401002		\$263.99

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0784mgr@fhcg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Building Construction Costs	20		
022159809	1@	\$329.99	\$263.99 R
Discount 20.00%			(66.00)
WL - School Faculty-20%			

Subtotal	\$329.99
Total Discount	(66.00)

Trans. Tax Override: 0.0000%

Reason: TT00 - STATE OR LOCAL GOVT	
Total Sales Tax	\$0.00

Total	\$263.99
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ARHousecharge	\$263.99
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Major Acct: 606
Student ID: 168180
Student Name: Anna Gay
Major Account Name: COD Department Purchase

Signature: _____
I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 1

YOU SAVED \$66.00

Total Tender	\$263.99
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APPROVED
06/17/20 - KRISTINE FAY