

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO369821  
Invoice Date: 06/08/20  
PO Number: P0369821  
Check Number: 0270870  
Check Amount: \$ 440.70  
Check Date: 07/14/2020  
Department ID: 15290  
Reviewer Name: Cynthia Yearman  
Voucher Number: V0629232  
Redaction Type: None  
Document Type: AP Invoice

Document Below

Subject: Follett's College of DuPage Bookstore- Department Purchase outstanding balance PO 369821

O With an outstanding balance I have referred to cover sheet information  
amount that needs to be paid.

**APPROVED**

**06/18/20 - DIANE SZAKONYI**

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

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

STORE  
NO. 0784

No.784

Received by



**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**

369821

Page: 1

Release Method: Hard Copy

Release Date: 06/04/2020

Created Date: 06/04/2020

**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: c yearman src 2102

PO Created By: Dando, Anne Marie

**Purchase Order Comments:**

Requisition Number(s): 680441

Requisitioner Name(s): Cynthia Yearman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	97814533918536	1	Each	Follett's Introducing Psychology: Brain, Person, Group ebook for Tutoring	\$40.00	\$40.00
Deliver To: c yearman src 2102						
Sub Total: \$						40.00
Total: \$						40.00

**Account Code Summary**

Account Code	Account Description	Amount
01-30-15290-5401002		\$40.00

**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](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto: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](mailto: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

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
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Introducing Psychology Brain,			
021513312	1@	\$40.00	\$32.00 N
Discount 20.00%			(8.00)
PL - Department Discount-20%			

Subtotal		\$40.00
Total Discount		(8.00)

Total Sales Tax		\$0.00
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Total		\$32.00
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ARHousecharge		\$32.00
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Major Acct:606  
Student ID:369821  
Student Name: Learning Commons  
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.

\*\*\*\*\*

eBook Download Information:

Title:Introducing Psychology Brain,  
Content ID:000000190743419983  
Transaction ID:007841071682200608  
PIN:BRL6570F904  
Website:http://students.flatworldknowledge.com/

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Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO369784  
Invoice Date: 06/05/20  
PO Number: P0369784  
Check Number: 0270870  
Check Amount: \$ 440.70  
Check Date: 07/14/2020  
Department ID: 15290  
Reviewer Name: Cynthia Yearman  
Voucher Number: V0629234  
Redaction Type: None  
Document Type: AP Invoice

Document Below

Subject: Follett's College of DuPage Bookstore- Department Purchase outstanding balance PO 369784

**APPROVED**  
**06/18/20 - DIANE SZAKONYI**

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





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

STORE  
NO. 0784

Customer's Order No.						Date			
369784.						615-120		20	
Sold to									
LEARNING Commons									
Address									
City									
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out			
Quantity	Description					Price	Amount		
1	SKU — 018141457						250 00		
	EXPLORING lifeSPAN DEU								
	(CN)								
	DEPT DISC								
						Tax	<u>          </u>		
Thank You In case of claims or returned goods please present this bill.						Total	200 00		

No.784

Received by

**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**

369784

Page: 1

Release Method: Hard Copy

Release Date: 05/29/2020

Created Date: 05/29/2020

**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: c yearman src 2102

PO Created By: Dando, Anne Marie

**Purchase Order Comments:**

Requisition Number(s): 680370

Requisitioner Name(s): Cynthia Yearman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	ISBN: 9780134419701	1	Each	Follett's "Exploring Lifespan Development" by Beck. 4th Edit.	\$200.00	\$200.00
Deliver To: c yearman src 2102						
Sub Total: \$						200.00
Total: \$						200.00

**Account Code Summary**

Account Code	Account Description	Amount
01-30-15290-5401002		\$200.00

**Terms and Conditions:**

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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](mailto: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

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(630) 942-2360  
0784mgr@fhcg.follett.com  
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Exploring Lifespan Development			
018141457	1@	\$250.00	\$200.00 N
Discount 20.00%			(50.00)
PL - Department Discount-20%			

Subtotal	\$250.00
Total Discount	(50.00)

Total Sales Tax	\$0.00
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Total	\$200.00
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ARHousecharge	\$200.00
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Major Acct:606  
Student ID:369784  
Student Name: Learning Commons  
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 \$50.00**

Total Tender	\$200.00
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Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO370095  
Invoice Date: 06/29/20  
PO Number: P0370095  
Check Number: 0270870  
Check Amount: \$ 440.70  
Check Date: 07/14/2020  
Department ID: 00109  
Reviewer Name: Anna Gay  
Voucher Number: V0631926  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: gayanna@cod.edu  
Sent: Mon Jun 29 08:21:26 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FOLLETT PO 370095  
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*Anna Gay*

*Program Support Specialist*

*Arts, Communication and Hospitality  
Fashion Studies, Culinary Arts, Hospitality, Travel  
Dance, Architecture and Speech Communication*

*College of DuPage*

*425 Fawell Blvd BIC 1441*

*Glen Ellyn, IL 60137*

*630-942-2502*

**APPROVED**  
**06/29/20 - KRISTINE FAY**

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**ANNA GAY 06/29/20**

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

NO 0784

Customer's Order No.		<b>APPROVED</b>		Date	2020-17
Sold to		06/29/20 - KRISTINE FAY			
Address		Hosp Dept			
City					

  

Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out		
Quantity	Description					Price	Amount	
24	Meeting Planner's Guide Etc	9780470124				50.75	<del>50</del>	75
	(SKU 011474779)						101	50
24	Hotel + Restaurant Acct.	ISBN 9780866123815				79.50	159	00
		Less 20% Dis				<	52	10
						Tax		
<b>Thank You</b> In case of claims or returned goods please present this bill.						<b>Total</b>	208	40

No.784

Received by