

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO372104  
Invoice Date: 02/04/21  
PO Number: P0372104  
Check Number: 0277288  
Check Amount: \$ 2,334.40  
Check Date: 03/09/2021  
Department ID: 00009  
Reviewer Name: Anna Gay  
Voucher Number: V0660851  
Redaction Type: None  
Document Type: AP Invoice

Document Below

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From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Thu Feb 04 13:44:43 CST 2021

To: invoicing@cod.edu

CC:

Subject: Follett's College of DuPage bookstore- Department Purchase billing PO# 372104  
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Good Afternoon

Please see the attachment for department purchase billing

To whom it may concern,

Follett Higher Education Group is converting Accounts Receivable payment 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 the invoice.

Follett's College of DuPage Bookstore Department Purchases

PO# 372104

**INVOICE REVIEWED**

**OKAY TO PAY**

**ANNA GAY 02/18/21**

**APPROVED**

**02/22/21 - ANTHONY RAMOS**

**TOTAL DUE: \$74.80**

Please make your check payable to:

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

Thanks,

**Shaba Patel**

**Follett's College of DuPage**

**Bookstore # 784**

**Operations Manager**

Phone : (630) 942 4347

Fax : (630) 858 2982

s.patel@follett.com

Shaba Patel  
Operations Manager



Folletts College of DuPage Bookstore  
425 Fawell Blvd  
Glen Ellyn IL 60137  
(630) 942-4347  
s.patel@follett.com

[attachment: Arts Comm- PO 372104.pdf]



**Follett**

**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: Celestd Brown

Phone: 630-942-4330  
Fax: 630-858-2982

**PURCHASE ORDER**

372104

Page: 1

Release Method: Hard Copy

Release Date: 01/12/2021

Created Date: 01/12/2021

**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): 683225

Requisitioner Name(s): Anna Gay

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Auto Cad: It's Application 9871635638646	\$74.80	\$74.80
Deliver To: Gay, Anna						

Sub Total: \$ 74.80

Total: \$ 74.80

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00009-5401002		\$74.80

**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 payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified

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

STORE  
NO. 0784

No.784

Received by

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			
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
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Total	\$74.80
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ARHousecharge	\$74.80
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Major Acct:606  
Student ID:372104  
Student Name: Arts Communication  
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
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Change Due	\$0.00
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Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084530

Vendor Name: Follett's College of DuPage

Invoice Number: 2/16/2021

Invoice Date: 02/16/21

PO Number:

Check Number: 0277288

Check Amount: \$ 2,334.40

Check Date: 03/09/2021

Department ID: 99686

Reviewer Name:

Voucher Number: V0663922

Redaction Type: None

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

Document Below

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From: Accounts Payable <acctpay@cod.edu>  
Sent: Tue Mar 02 11:34:02 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Check Request - Follett's  
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**From:** Hernandez, Shannon <hernan@cod.edu>  
**Sent:** Monday, March 1, 2021 6:26 PM  
**To:** Accounts Payable <acctpay@cod.edu>  
**Subject:** Check Request - Follett's

*Shannon Hernandez*

College of DuPage  
Office of Student Life  
Coordinator of Student Life – Clubs and Office Operations  
Co-Advisor Phi Theta Kappa  
630-942-3054

Deliberative \* *Restorative* \* Adaptability \* *Empathy* \* Harmony

[attachment: SNA SP2020 Pins CHECK REQUEST FORM approved.pdf]

College of DuPage - Accounts Payable  
Check Request Form  
revised 1/29/2021

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to **Vendor Payment - Non-Purchase Order Procedure No. 10-65**

Date: 2/16/2021  
Vendor ID: 1084530

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	10	99	99686	2900099	Funds Held in Custody of Othr	\$ 2,259.60

Grand Total \$ 2,259.60

--- \$1,000 and Greater: Approval of Division Vice President Required ---

**AP VERIFIED**

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services for which payment is herein requested have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Follett's College of DuPage Bookstore

Other Instructions:

Payee Address: 425 Fawell Blvd, Glen Ellyn, IL 60137

Description on Check:

Student Nursing Association Pins Spring 2020

Approvals:

Prepared By: Jelymar Mejia  
Signature: Jelymar Mejia  
Payment Due:  
Board Approved Date:

Digitally signed by Jelymar Mejia  
Date: 2021.02.16 15:13:15 -06'00'

Approved By: Chuck Steele Date:

Signature: Digitally signed by Chuck Steele  
Date: 2021.02.16 16:19:14 -06'00'

Approved By: Nathania Montes Date:

Signature: Digitally signed by Nathania Montes  
Date: 2021.02.22 13:56:03 -06'00'

Approved By Division VP: Mark Curtis-Chavez Date:

Signature: Digitally signed by Mark Curtis-Chavez  
Date: 2021.02.26 14:42:12 -06'00'

**APPROVED**

By Diana Del Rosario at 8:51 am, Feb 26, 2021

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

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

STORE  
NO. 0784

[illegible]

**No.784**

Received by