

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: STUDENT ID 001875  
Invoice Date: 2/9/2022  
PO Number: P0001875  
Check Number: 0298362  
Check Amount: \$ 14,100.00  
Check Date: 04/18/2022  
Voucher Number: V0734781  
Document Type: AP Invoice

Document Below

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			
Oxford Picture Dictionary Mon			
017559698	500@	\$35.25	\$14,100.00 T
Discount 20.00%			(7.05)
PL - Department Discount-20%			
Subtotal			\$17,625.00
Total Discount			(3,525.00)
Total Sales Tax			\$0.00
Total			\$14,100.00

ARHousecharge \$14,100.00  
Major Acct:606  
Student ID:001875  
Student Name: Cont Ed- Ashley M  
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: 500

**YOU SAVED \$3,525.00**

Total Tender \$14,100.00  
Change Due \$0.00



00784102324720220208

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

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**[External] Fw: College of DuPage PO No. P0001875 for Oxford Picture Dictionaries**

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

Wed, Feb 9, 2022 at 08:05 PM GMT

CC: McLaughlin, Ashley <mclaughl@cod.edu>

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Please see the attached receipt/ invoice for the listed PO.

**Balance- \$ 14, 100.00**

Shaba Patel  
Operations Manager

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

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**From:** Casey, Kevin <caseyk650@cod.edu>  
**Sent:** Friday, January 28, 2022 4:50 PM  
**To:** Brown, Celeste <follettbrown@cod.edu>; Shaba Patel (0784) <s.patel@follett.com>  
**Cc:** mclaughl@cod.edu. <mclaughl@cod.edu.>  
**Subject:** College of DuPage PO No. P0001875 for Oxford Picture Dictionaries

Dear Vendor,

**Please confirm receipt of PO (Reply ALL) and process accordingly .**

Kindly follow thread below to view the College of DuPage (COD) Purchase Order presented for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.

**Warehouse Hours Monday through Friday: 7:30am to 4:00pm**  
Shipping questions? Contact the COD Warehouse at: 630-942-2550

**Invoicing**

**Procurement Services does not process payments.**

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to [invoicing@cod.edu](mailto:invoicing@cod.edu) to ensure proper approval routing and expedited payments.

#### **Submission of Invoices Instructions**

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- One invoice per e-mail is required
- Non-PO invoices must contain department number for proper routing of approvals

#### **Safer, Efficient, and Expedited Payments**

##### **ACH Payments**

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to [purchasing@cod.edu](mailto:purchasing@cod.edu)

Invoice questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228

***Thank you!***

***Procurement Services***

[Purchasing@cod.edu](mailto:Purchasing@cod.edu)

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#### **3 attachments**

Outlook-ndhuncqt.png

img-220209114103.pdf

P0001875.pdf

# INVOICE

Invoice ID: 0500-1196-0935

Vendor	Follett's College of DuPage
Requester	Ashley McLaughlin [   0051664   mclaughl]
Created By	Joyce Sekerka [   0353607   sekerkaj]
Create Date	02/09/2022

## Invoice Information

Vendor	Follett's College of DuPage [1084530]
Invoice Number	630-942
Invoice Date	01/28/2022
Invoice Amount	14,107.99 USD
Check Memo	Ship To - Attn: Ashley McLaughlin Transaction Name: 01/12/2022 14:12-McLaughlin-FOLLETT'S COLLEGE DUPAGE 01/28/2022 16:47 CT Kevin Casey - 01/28 /2022 16:45 CT Kevin Casey - Attachments: Four (4) Quot
PO Number	0700-0022-2355

## Invoice Notes

J Sekerka 02/09/2022 02:08 PM

Email address of sender: s.patel@follett.com.

Email received timestamp: 02/09/2022 20:08 UTC

Allocation Details	Amount [USD]
PO Item	14,100.00
Amount To Be Expensed	14,100.00
06_10_02177_5401002	DEPT: DE/ICCB/Fed Ad Ed Basic 22
Line	0001
Description	Oxford Picture Dictionary
Override Tkpr	Chrome River College of DuPage [Creator   chromeriver   chromeriver]
Invoice Quantity	500
U/M	Each
Unit Price	28.20

PO Item	7.99
Amount To Be Expensed	7.99

06_10_02177_5401002	DEPT: DE/ICCB/Fed Ad Ed Basic 22
Line	0002
Description	Shipping
Override Tkpr	Chrome River College of DuPage [Creator   chromeriver   chromeriver]
Invoice Quantity	1
U/M	Each
Unit Price	7.99

Allocation Summary	Amount (USD)
06_10_02177_5401002	DEPT: DE/ICCB/Fed Ad Ed Basic 22
	OBJECT CODE: Instructional Supplies
	14,107.99

Expense Summary	Amount (USD)
PO Item	14,107.99



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.

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

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