

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084587  
Vendor Name: Follett Higher Education  
Invoice Number: 06/1/2022  
Invoice Date: 6/8/2022  
PO Number:  
Check Number: E0090236  
Check Amount: \$ 27,512.94  
Check Date: 06/27/2022  
Voucher Number: V0741092  
Document Type: AP Invoice

Document Below

## Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 6/8/2022 Vendor ID: 1084587 Vendor Name: Follett Bookstore Store No 784

Payee Address: 3146 Solutions Center, Chicago, IL 60677 Payment Due Date: 7/8/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
06/1/2022	01-00-00000-2300016	Other Students Bookbills	27,512.94
Total			\$ 27,512.94

Check the appropriate box below:

- ☒ 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.

Description on Check:

2022SU Follett Bookstore Charges from May 17, 2022 through May 31, 2022.

Note: The BKIR for this time period includes charges with the BKGFT AR Code as certain shipping charges for books had been erroneously added to this category. This issue seems to have been fixed going forward.

Other Instructions:

Please include Store No 784 on the remittance.

### All requests will require the following approvals:

Requester: David Hamler Digitally signed by David Hamler Date: 2022.06.08 11:10:16 -05'00' Print Name: David Hamler

Budget Officer: [Signature] Digitally signed by David P Virgilio Date: 2022.06.08 14:19:26 -05'00' Print Name: David Virgilio

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): Scott Brady Digitally signed by Scott Brady Date: 2022.06.08 15:16:15 -05'00' Print Name: Scott Brady

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Administrator (only required if request is \$5,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$10,000 and over): Ellen M. Roberts Digitally signed by Ellen M. Roberts Date: 2022.06.08 15:16:15 -05'00' Print Name: Ellen Roberts

Board Approval Date (only required if request is \$25,000 and over): \_\_\_\_\_

**Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), [invoicing@cod.edu](mailto:invoicing@cod.edu)**

## **Check Request Form (*cont.*)**

### **Processing a Check Request:**

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

## **Check Request Form (*cont.*)**

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To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

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**Customer Statement**  
**between 5/17/2022 and 5/31/2022**

6/1/2022

**Bill To:**

College of DuPage Datatel  
 425 Fawell Blvd  
 Glen Ellyn, IL 60137

**Send Payments To:**

Follett Higher Education Group, LLC  
 College of DuPage Bookstore  
 Store No 784 M.A 7840000001  
 3146 SOLUTIONS CENTER  
 CHICAGO, IL 60677-3001

Attention:

**Please include the store number on your remittance**

The Last Payment date 4/22/2022 12:12:15 PM

Amount \$41,918.38

**Major Account # 7840000001**

**Total Remaining Amount**

\$27,512.94

**Transaction Period: 5/17/2022 - 5/31/2022**

**Unapplied Payments:**

\$0.00

**Amount Due By: 6/30/2022**

\$27,512.94

**Customer Name**

**Customer #**

**Soc Sec #**

**Student ID #**

**Transaction Amount**

**Remaining Amount**

**1179302**

\$179.72

\$179.72

\$173.20

\$173.20

**\$352.92**

**\$352.92**

**1218864**

\$38.96

\$38.96

\$34.64

\$34.64

**\$73.60**

**\$73.60**

**0312352**

\$171.59

\$171.59

**\$171.59**

**\$171.59**

**1280347**

\$433.54

\$433.54

**\$433.54**

**\$433.54**

**1244689**

\$29.55

\$29.55

\$87.18

\$87.18

**\$116.73**

**\$116.73**

**1261930**

\$60.62

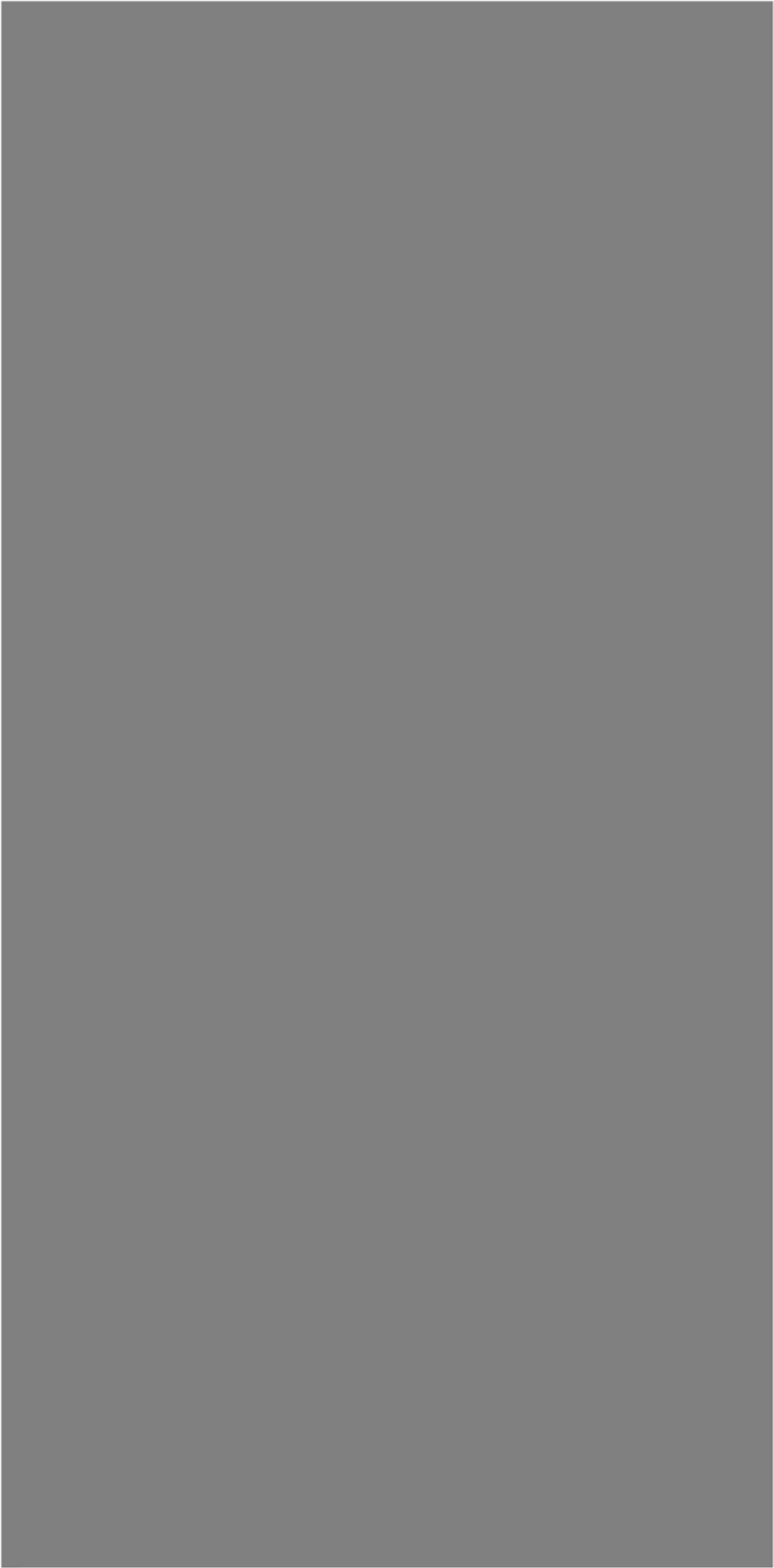
\$60.62

**MENTS**

\$72.77	\$72.77
<b>\$133.39</b>	<b>\$133.39</b>
<b>0401934</b>	
\$138.56	\$138.56
<b>\$138.56</b>	<b>\$138.56</b>
<b>0157117</b>	
\$223.31	\$223.31
<b>\$223.31</b>	<b>\$223.31</b>
<b>1265800</b>	
\$615.94	\$615.94
\$228.68	\$228.68
<b>\$844.62</b>	<b>\$844.62</b>
<b>1404679</b>	
\$71.27	\$71.27
<b>\$71.27</b>	<b>\$71.27</b>
<b>0077191</b>	
\$89.93	\$89.93
<b>\$89.93</b>	<b>\$89.93</b>
<b>1466601</b>	
\$110.74	\$110.74
<b>\$110.74</b>	<b>\$110.74</b>
<b>1505254</b>	
\$66.00	\$66.00
<b>\$66.00</b>	<b>\$66.00</b>
<b>1524890</b>	
\$97.49	\$97.49
<b>\$97.49</b>	<b>\$97.49</b>
<b>1552120</b>	
\$344.24	\$344.24
(\$344.24)	(\$344.24)
\$215.41	\$215.41
<b>\$215.41</b>	<b>\$215.41</b>
<b>1536468</b>	
\$97.43	\$97.43
<b>\$97.43</b>	<b>\$97.43</b>

Statement Inquires, please call:

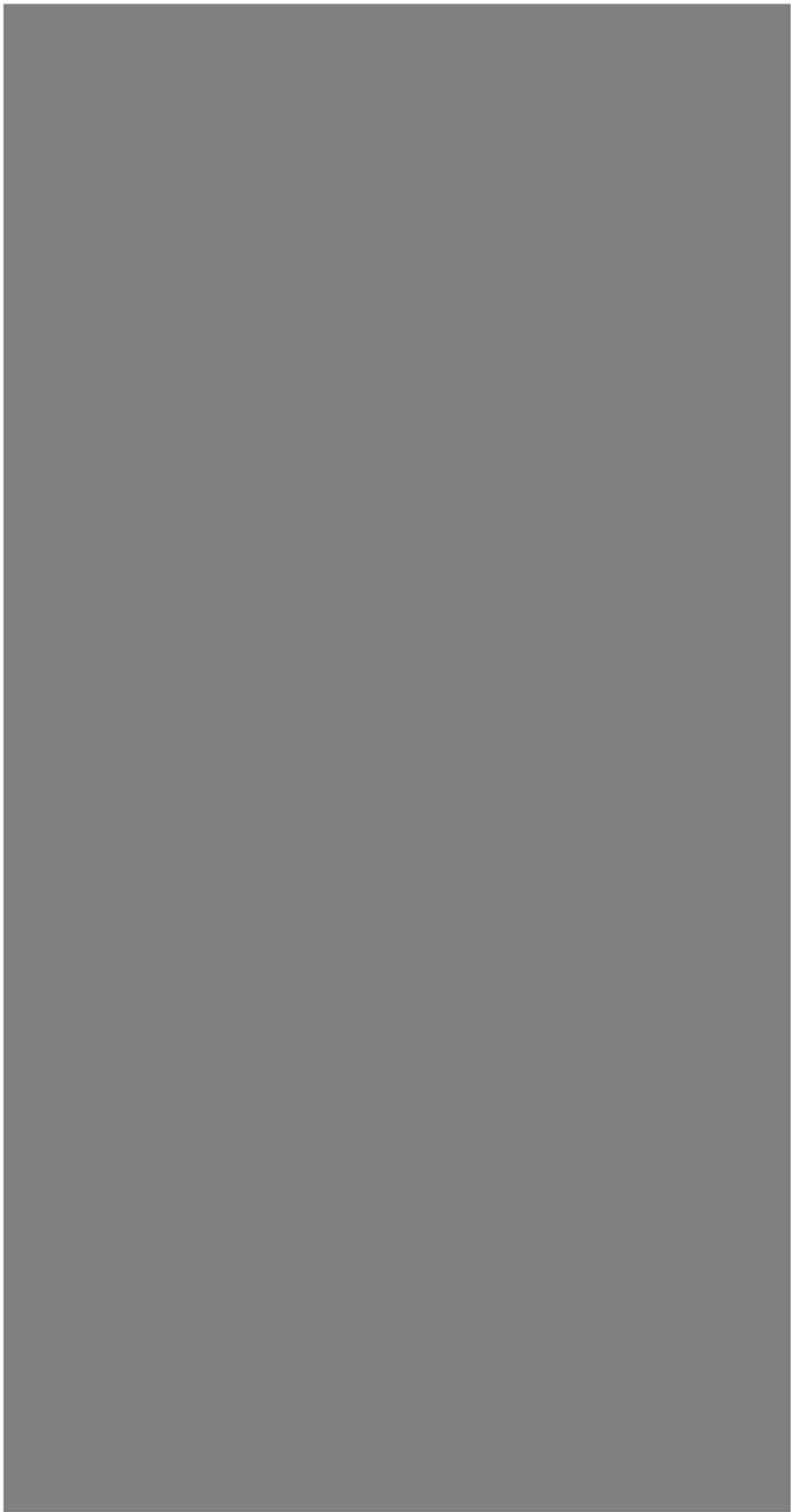
PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS



<b>1378091</b>	
\$97.49	\$97.49
<b>\$97.49</b>	<b>\$97.49</b>
<b>1574865</b>	
\$363.67	\$363.67
<b>\$363.67</b>	<b>\$363.67</b>
<b>1467976</b>	
\$150.20	\$150.20
<b>\$150.20</b>	<b>\$150.20</b>
<b>0279716</b>	
\$42.45	\$42.45
\$200.48	\$200.48
<b>\$242.93</b>	<b>\$242.93</b>
<b>1568313</b>	
\$5.57	\$5.57
<b>\$5.57</b>	<b>\$5.57</b>
<b>1577415</b>	
\$103.99	\$103.99
<b>\$103.99</b>	<b>\$103.99</b>
<b>1564644</b>	
\$203.99	\$203.99
<b>\$203.99</b>	<b>\$203.99</b>
<b>1558411</b>	
\$190.48	\$190.48
<b>\$190.48</b>	<b>\$190.48</b>
<b>1506356</b>	
\$127.72	\$127.72
<b>\$127.72</b>	<b>\$127.72</b>
<b>1559264</b>	
(\$7.48)	(\$7.48)
\$137.38	\$137.38
\$23.80	\$23.80
<b>\$153.70</b>	<b>\$153.70</b>
<b>1567858</b>	
\$193.23	\$193.23
\$200.53	\$200.53
<b>\$393.76</b>	<b>\$393.76</b>

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

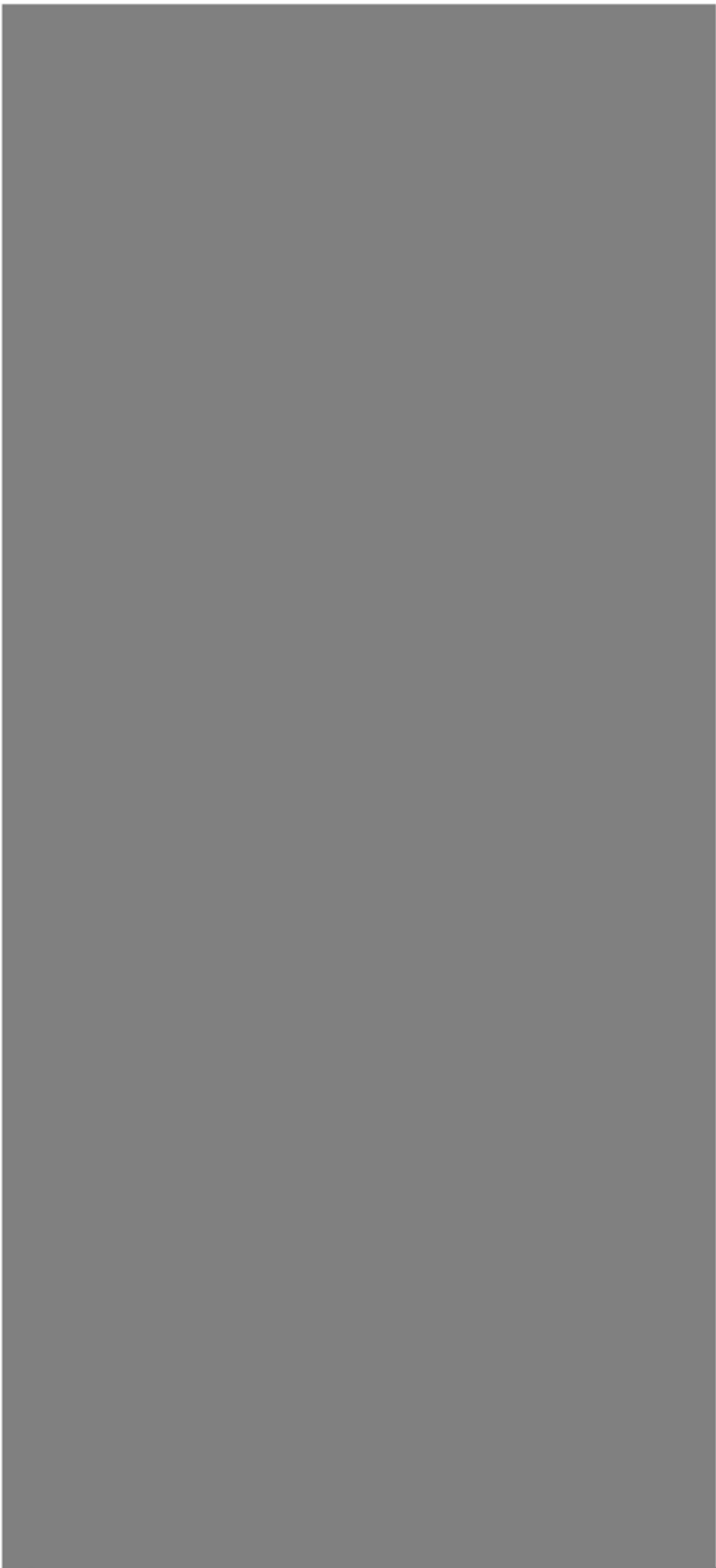


<b>0626989</b>	
\$97.49	\$97.49
<b>\$97.49</b>	<b>\$97.49</b>
<b>1582034</b>	
\$138.56	\$138.56
<b>\$138.56</b>	<b>\$138.56</b>
<b>0446781</b>	
\$130.98	\$130.98
<b>\$130.98</b>	<b>\$130.98</b>
<b>1494854</b>	
\$354.52	\$354.52
<b>\$354.52</b>	<b>\$354.52</b>
<b>0723621</b>	
\$168.87	\$168.87
\$49.87	\$49.87
<b>\$218.74</b>	<b>\$218.74</b>
<b>1559228</b>	
\$102.00	\$102.00
<b>\$102.00</b>	<b>\$102.00</b>
<b>1587982</b>	
\$330.05	\$330.05
<b>\$330.05</b>	<b>\$330.05</b>
<b>0537856</b>	
\$168.08	\$168.08
<b>\$168.08</b>	<b>\$168.08</b>
<b>1592984</b>	
\$91.20	\$91.20
<b>\$91.20</b>	<b>\$91.20</b>
<b>1261060</b>	
\$53.59	\$53.59
\$119.44	\$119.44
<b>\$173.03</b>	<b>\$173.03</b>
<b>1550225</b>	
\$116.10	\$116.10
\$96.07	\$96.07
<b>\$212.17</b>	<b>\$212.17</b>

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS





<b>0195119</b>		
\$119.08		\$119.08
<b>\$119.08</b>		<b>\$119.08</b>
<b>1589458</b>		
\$99.32		\$99.32
\$58.99		\$58.99
<b>\$158.31</b>		<b>\$158.31</b>
<b>1070374</b>		
\$194.98		\$194.98
\$121.00		\$121.00
<b>\$315.98</b>		<b>\$315.98</b>
<b>1611522</b>		
\$40.69		\$40.69
\$14.08		\$14.08
<b>\$54.77</b>		<b>\$54.77</b>
<b>0256273</b>		
\$151.01		\$151.01
<b>\$151.01</b>		<b>\$151.01</b>
<b>1616965</b>		
\$123.99		\$123.99
\$91.47		\$91.47
<b>\$215.46</b>		<b>\$215.46</b>
<b>1432485</b>		
\$123.99		\$123.99
<b>\$123.99</b>		<b>\$123.99</b>
<b>0518222</b>		
\$110.74		\$110.74
\$129.90		\$129.90
<b>\$240.64</b>		<b>\$240.64</b>
<b>1613291</b>		
\$98.23		\$98.23
<b>\$98.23</b>		<b>\$98.23</b>
<b>1597617</b>		
\$71.24		\$71.24
<b>\$71.24</b>		<b>\$71.24</b>

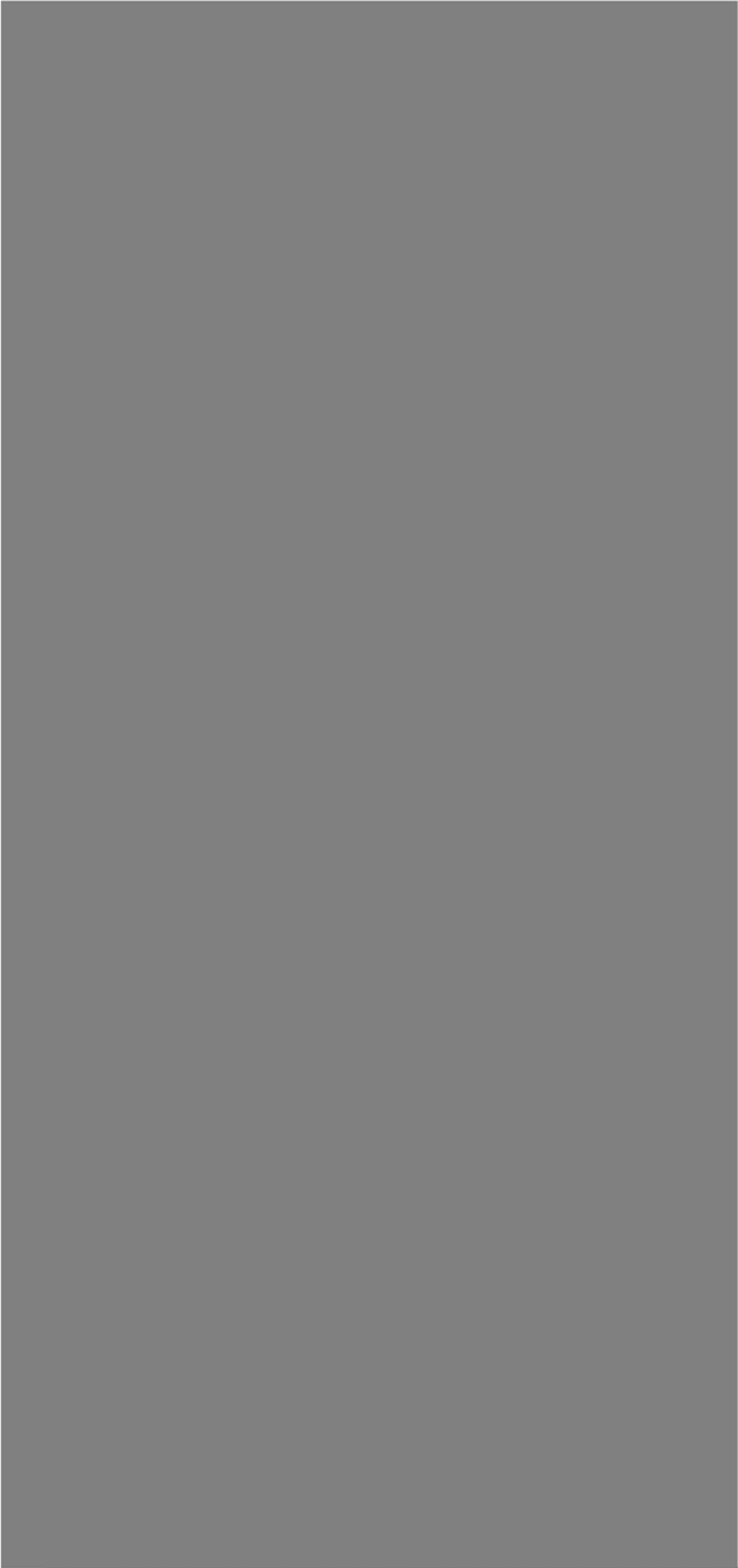
Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

<b>1618686</b>	
\$112.49	\$112.49
<b>\$112.49</b>	<b>\$112.49</b>
<b>1620435</b>	
\$139.91	\$139.91
\$212.98	\$212.98
(\$42.22)	(\$42.22)
\$42.22	\$42.22
<b>\$352.89</b>	<b>\$352.89</b>
<b>1286329</b>	
\$74.69	\$74.69
<b>\$74.69</b>	<b>\$74.69</b>
<b>1620453</b>	
\$101.21	\$101.21
\$225.97	\$225.97
<b>\$327.18</b>	<b>\$327.18</b>
<b>1623840</b>	
\$53.97	\$53.97
<b>\$53.97</b>	<b>\$53.97</b>
<b>1286289</b>	
\$249.25	\$249.25
<b>\$249.25</b>	<b>\$249.25</b>
<b>1471496</b>	
\$207.30	\$207.30
\$56.48	\$56.48
<b>\$263.78</b>	<b>\$263.78</b>
<b>1608855</b>	
\$93.89	\$93.89
\$113.59	\$113.59
<b>\$207.48</b>	<b>\$207.48</b>
<b>1631710</b>	
\$160.75	\$160.75
<b>\$160.75</b>	<b>\$160.75</b>
<b>1563345</b>	
\$82.26	\$82.26
\$113.13	\$113.13
<b>\$195.39</b>	<b>\$195.39</b>

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS



<b>1627416</b>		
\$157.49		\$157.49
\$13.32		\$13.32
<b>\$170.81</b>		<b>\$170.81</b>
<b>0671473</b>		
\$98.83		\$98.83
<b>\$98.83</b>		<b>\$98.83</b>
<b>1634269</b>		
\$22.73		\$22.73
<b>\$22.73</b>		<b>\$22.73</b>
<b>1534857</b>		
\$357.50		\$357.50
\$129.09		\$129.09
<b>\$486.59</b>		<b>\$486.59</b>
<b>1620949</b>		
\$136.99		\$136.99
\$208.57		\$208.57
<b>\$345.56</b>		<b>\$345.56</b>
<b>1627676</b>		
\$157.49		\$157.49
<b>\$157.49</b>		<b>\$157.49</b>
<b>1308126</b>		
\$149.37		\$149.37
<b>\$149.37</b>		<b>\$149.37</b>
<b>0888433</b>		
\$129.90		\$129.90
<b>\$129.90</b>		<b>\$129.90</b>
<b>1600613</b>		
(\$216.50)		(\$216.50)
\$179.48		\$179.48
\$216.50		\$216.50
<b>\$179.48</b>		<b>\$179.48</b>
<b>1612631</b>		
\$123.68		\$123.68
<b>\$123.68</b>		<b>\$123.68</b>
<b>1619005</b>		
\$46.55		\$46.55

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

\$143.99	\$143.99
<b>\$190.54</b>	<b>\$190.54</b>
<b>1631166</b>	
\$111.32	\$111.32
\$99.11	\$99.11
<b>\$210.43</b>	<b>\$210.43</b>
<b>1619223</b>	
\$110.42	\$110.42
\$115.31	\$115.31
\$48.66	\$48.66
<b>\$274.39</b>	<b>\$274.39</b>
<b>1526857</b>	
\$76.41	\$76.41
(\$70.19)	(\$70.19)
\$84.78	\$84.78
<b>\$91.00</b>	<b>\$91.00</b>
<b>1563214</b>	
\$75.24	\$75.24
\$171.59	\$171.59
<b>\$246.83</b>	<b>\$246.83</b>
<b>1625095</b>	
\$228.23	\$228.23
\$181.32	\$181.32
\$63.33	\$63.33
<b>\$472.88</b>	<b>\$472.88</b>
<b>1391857</b>	
\$24.90	\$24.90
<b>\$24.90</b>	<b>\$24.90</b>
<b>1616377</b>	
\$21.50	\$21.50
\$295.37	\$295.37
<b>\$316.87</b>	<b>\$316.87</b>
<b>1623689</b>	
\$93.85	\$93.85
<b>\$93.85</b>	<b>\$93.85</b>

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

<b>0518710</b>	
\$52.75	\$52.75
<b>\$52.75</b>	<b>\$52.75</b>
<b>1635861</b>	
\$243.56	\$243.56
<b>\$243.56</b>	<b>\$243.56</b>
<b>1598102</b>	
\$189.44	\$189.44
<b>\$189.44</b>	<b>\$189.44</b>
<b>1382208</b>	
\$58.99	\$58.99
\$100.40	\$100.40
<b>\$159.39</b>	<b>\$159.39</b>
<b>1636130</b>	
\$321.50	\$321.50
<b>\$321.50</b>	<b>\$321.50</b>
<b>1070184</b>	
\$698.45	\$698.45
\$264.02	\$264.02
\$2.37	\$2.37
<b>\$964.84</b>	<b>\$964.84</b>
<b>1645786</b>	
\$256.55	\$256.55
<b>\$256.55</b>	<b>\$256.55</b>
<b>0505958</b>	
\$14.30	\$14.30
<b>\$14.30</b>	<b>\$14.30</b>
<b>1643219</b>	
\$141.21	\$141.21
\$37.89	\$37.89
<b>\$179.10</b>	<b>\$179.10</b>
<b>1480014</b>	
\$120.43	\$120.43
<b>\$120.43</b>	<b>\$120.43</b>
<b>1567757</b>	
\$406.21	\$406.21
<b>\$406.21</b>	<b>\$406.21</b>

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

<b>1622869</b>	
\$77.94	\$77.94
<b>\$77.94</b>	<b>\$77.94</b>
<b>1612208</b>	
\$45.50	\$45.50
<b>\$45.50</b>	<b>\$45.50</b>
<b>1644353</b>	
\$527.45	\$527.45
<b>\$527.45</b>	<b>\$527.45</b>
<b>0631985</b>	
\$204.02	\$204.02
<b>\$204.02</b>	<b>\$204.02</b>
<b>1635540</b>	
\$181.98	\$181.98
<b>\$181.98</b>	<b>\$181.98</b>
<b>1643183</b>	
\$150.47	\$150.47
<b>\$150.47</b>	<b>\$150.47</b>
<b>1643431</b>	
\$32.89	\$32.89
<b>\$32.89</b>	<b>\$32.89</b>
<b>1635960</b>	
\$123.99	\$123.99
<b>\$123.99</b>	<b>\$123.99</b>
<b>1030122</b>	
\$83.99	\$83.99
<b>\$83.99</b>	<b>\$83.99</b>
<b>1651132</b>	
\$247.45	\$247.45
<b>\$247.45</b>	<b>\$247.45</b>
<b>1645005</b>	
\$326.37	\$326.37
<b>\$326.37</b>	<b>\$326.37</b>
<b>1655283</b>	
\$134.23	\$134.23
<b>\$134.23</b>	<b>\$134.23</b>

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS



<b>1651636</b>		
	\$24.90	\$24.90
	\$95.01	\$95.01
	<b>\$119.91</b>	<b>\$119.91</b>
<b>1616173</b>		
	\$494.96	\$494.96
	<b>\$494.96</b>	<b>\$494.96</b>
<b>1623867</b>		
	\$344.24	\$344.24
	<b>\$344.24</b>	<b>\$344.24</b>
<b>1476518</b>		
	\$174.00	\$174.00
	<b>\$174.00</b>	<b>\$174.00</b>
<b>1651529</b>		
	\$123.99	\$123.99
	\$203.24	\$203.24
	<b>\$327.23</b>	<b>\$327.23</b>
<b>1641564</b>		
	\$137.49	\$137.49
	<b>\$137.49</b>	<b>\$137.49</b>
<b>1657350</b>		
	\$362.10	\$362.10
	<b>\$362.10</b>	<b>\$362.10</b>
<b>1656367</b>		
	\$153.99	\$153.99
	\$130.98	\$130.98
	<b>\$284.97</b>	<b>\$284.97</b>
<b>1655499</b>		
	\$557.95	\$557.95
	<b>\$557.95</b>	<b>\$557.95</b>
<b>1628150</b>		
	\$157.25	\$157.25
	<b>\$157.25</b>	<b>\$157.25</b>
<b>1465020</b>		
	\$119.83	\$119.83
	<b>\$119.83</b>	<b>\$119.83</b>

Statement Inquires, please call:

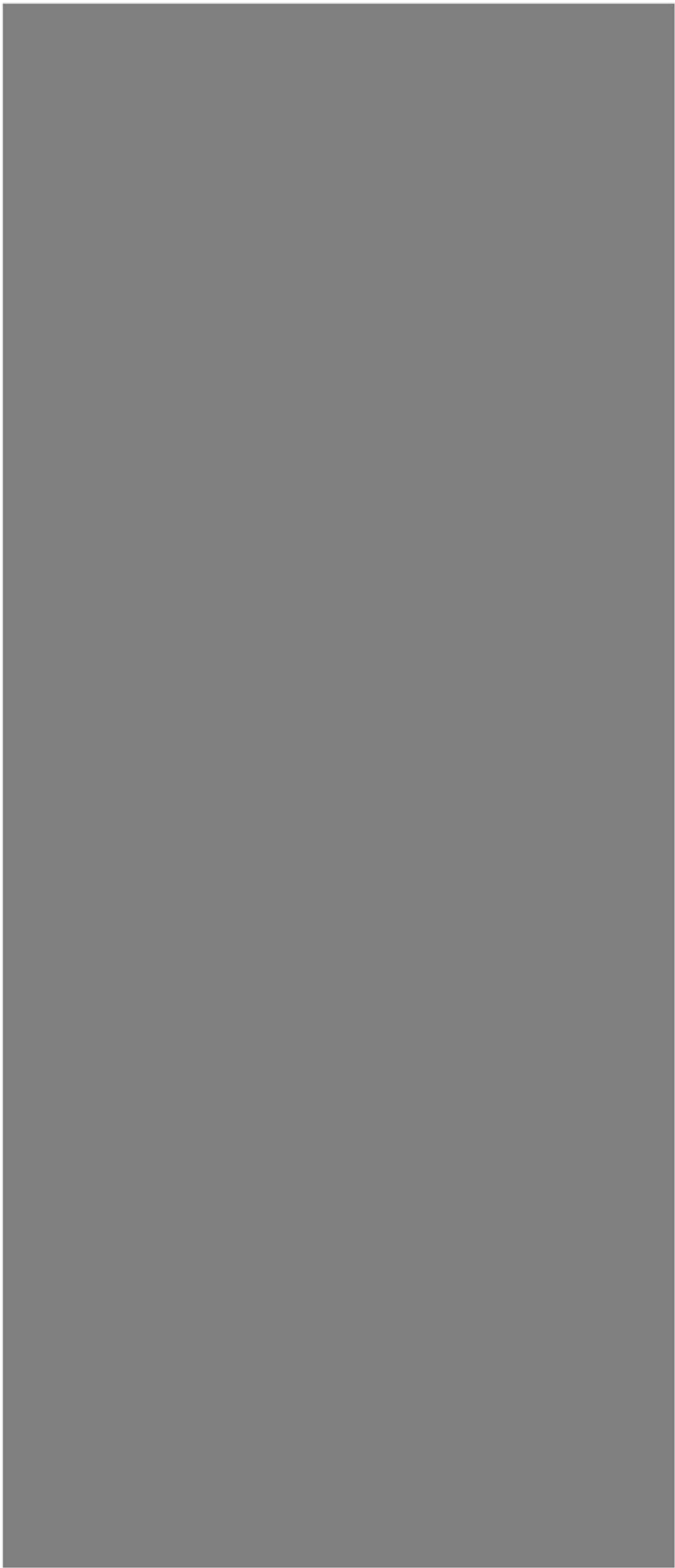
PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

<b>1648574</b>	
\$84.13	\$84.13
<b>\$84.13</b>	<b>\$84.13</b>
<b>1571574</b>	
\$375.09	\$375.09
<b>\$375.09</b>	<b>\$375.09</b>
<b>1645818</b>	
\$144.51	\$144.51
<b>\$144.51</b>	<b>\$144.51</b>
<b>1645090</b>	
\$86.67	\$86.67
\$9.46	\$9.46
<b>\$96.13</b>	<b>\$96.13</b>
<b>1442616</b>	
\$74.96	\$74.96
\$123.99	\$123.99
\$702.54	\$702.54
\$69.28	\$69.28
<b>\$970.77</b>	<b>\$970.77</b>
<b>1495809</b>	
\$76.98	\$76.98
\$111.50	\$111.50
<b>\$188.48</b>	<b>\$188.48</b>
<b>1656414</b>	
\$509.85	\$509.85
\$54.07	\$54.07
\$54.07	\$54.07
<b>\$617.99</b>	<b>\$617.99</b>
<b>1652743</b>	
\$69.82	\$69.82
<b>\$69.82</b>	<b>\$69.82</b>
<b>1008890</b>	
\$46.70	\$46.70
\$26.79	\$26.79
<b>\$73.49</b>	<b>\$73.49</b>

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

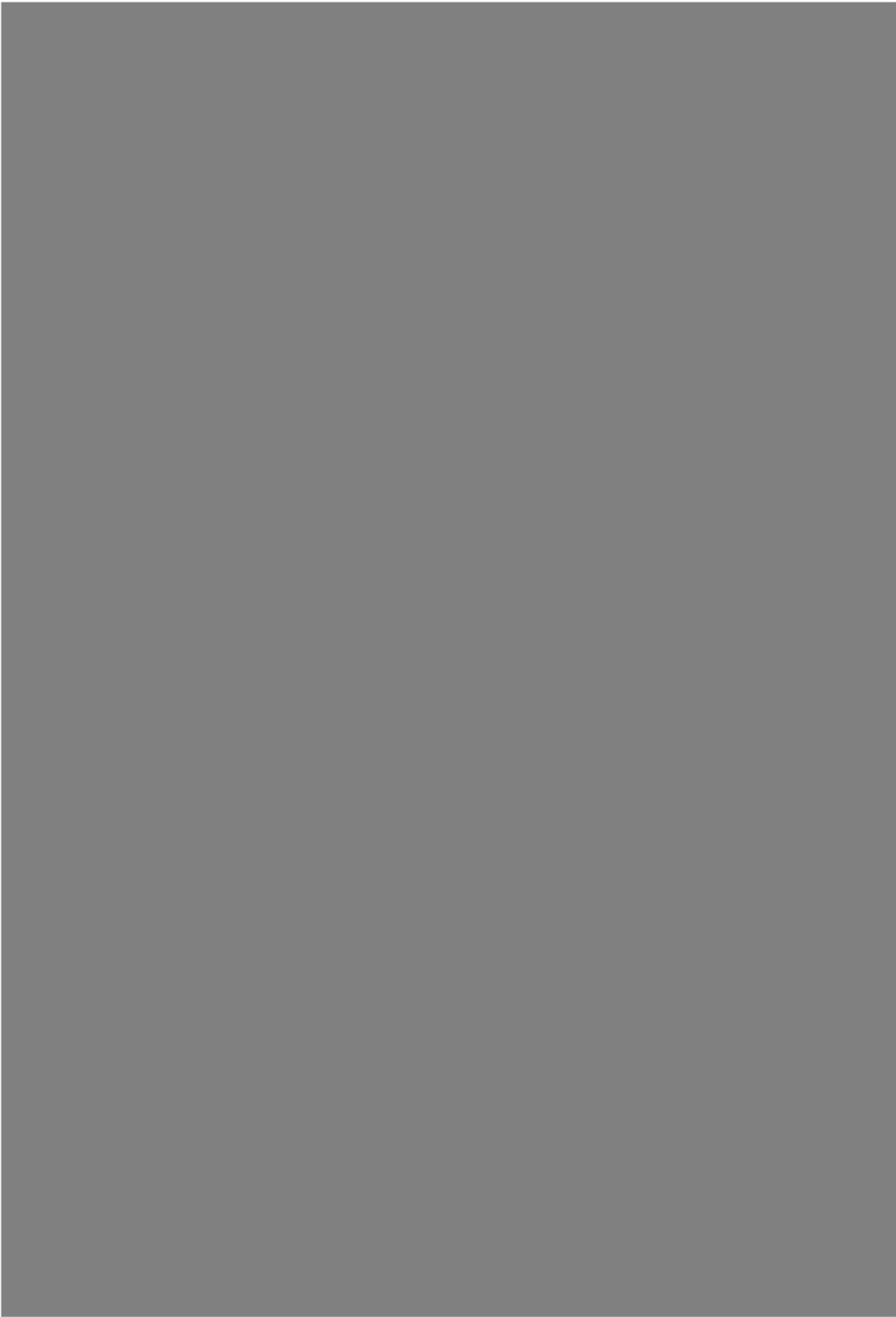




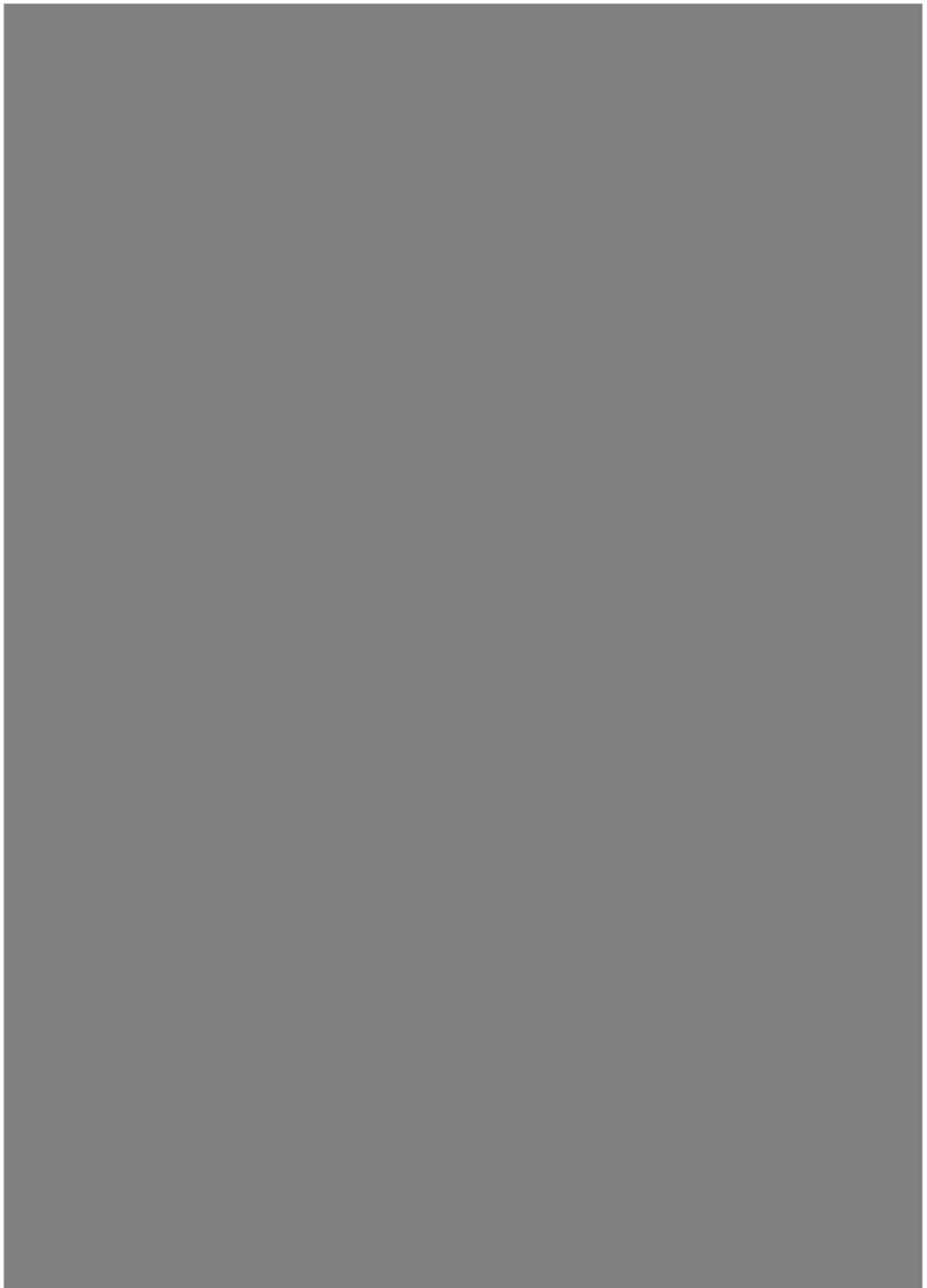
<b>1643792</b>		
	\$650.86	\$650.86
	<b>\$650.86</b>	<b>\$650.86</b>
<b>1645344</b>		
	\$25.17	\$25.17
	<b>\$25.17</b>	<b>\$25.17</b>
<b>1657694</b>		
	\$702.54	\$702.54
	\$127.19	\$127.19
	<b>\$829.73</b>	<b>\$829.73</b>
<b>1645161</b>		
	\$382.93	\$382.93
	<b>\$382.93</b>	<b>\$382.93</b>
<b>1600772</b>		
	\$260.00	\$260.00
	<b>\$260.00</b>	<b>\$260.00</b>
	<b>\$27,512.94</b>	<b>\$27,512.94</b>

Statement Inquires, please call:

**PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS**









Recap of Follett Bookstore FA Purchases  
Summer 2022



"Hamler, David" <hamlerd@cod.edu>

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**FW: Follett FA Invoice 2022SU #1**

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"Hamler, David" <hamlerd@cod.edu>

Mon, Jun 13, 2022 at 12:35 PM GMT

CC: Resnick, Michelle <resnickm@cod.edu>

BCC:

Good morning,

Attached is a signed check request for Follett.

Thank you,

**David Hamler**

Accounts Receivable Coordinator

College of DuPage

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**From:** Humphrey, Vera <humphreyv@cod.edu>

**Sent:** Monday, June 13, 2022 7:23 AM

**To:** Resnick, Michelle <resnickm@cod.edu>

**Cc:** Hamler, David <hamlerd@cod.edu>

**Subject:** FW: Follett FA Invoice 2022SU #1

Hi Michelle,

Ellen has approved.

Thank you!

**Vera Humphrey**

**Administrative Assistant to the**

**Vice President of Administrative Affairs**

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

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**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Sunday, June 12, 2022 10:42 AM  
**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Subject:** RE: Follett FA Invoice 2022SU #1



Good morning, Vera –

Attached please find the approved request.

Thank you,

Ellen

Ellen M. Roberts

Vice President, Administrative Affairs

**College of DuPage**

425 Fawell Blvd.

Glen Ellyn, IL 60137

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

630-942-2218

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**From:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>

**Sent:** Wednesday, June 8, 2022 4:10 PM

**To:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>

**Subject:** FW: Follett FA Invoice 2022SU #1

Hi Ellen,

For your approval.

Thank you.

**Vera Humphrey**

**Administrative Assistant to the**

**Vice President of Administrative Affairs**

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

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**From:** Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>

**Sent:** Wednesday, June 8, 2022 4:07 PM

**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>

**Cc:** Hamler, David <hamlerd@cod.edu>  
**Subject:** FW: Follett FA Invoice 2022SU #1

Good Afternoon, Vera:

When possible, can you please route the attached to Ellen for her review and signature?

Please let me know if you have any questions.

Thank you.

**Michelle Resnick**

Manager of Accounts Receivable

College of DuPage

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**From:** Brady, Scott <bradys310@cod.edu>  
**Sent:** Wednesday, June 8, 2022 3:11 PM  
**To:** Resnick, Michelle <resnickm@cod.edu>  
**Subject:** RE: Follett FA Invoice 2022SU #1

Here you go

**Scott L. Brady, CPA**

**Chief Financial Officer**

**College of DuPage**

425 Fawell Blvd.

SRC 2130L

Glen Ellyn, IL 60137-6599

Direct: 630.942.2219

Email: [bradys310@cod.edu](mailto:bradys310@cod.edu)

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**From:** Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>

**Sent:** Wednesday, June 8, 2022 2:31 PM

**To:** Brady, Scott <[bradys310@cod.edu](mailto:bradys310@cod.edu)>

**Subject:** FW: Follett FA Invoice 2022SU #1

Scott,

Can you please sign the attached when you get a moment?

Please let me know if you have any questions.

Thank you.

**Michelle Resnick**

Manager of Accounts Receivable

College of DuPage

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**From:** Virgilio, David <virgiliiod@cod.edu>  
**Sent:** Wednesday, June 8, 2022 2:20 PM  
**To:** Resnick, Michelle <resnickm@cod.edu>  
**Subject:** RE: Follett FA Invoice 2022SU #1

Here you go!

**David P. Virgilio, CPA**

**Controller - Financial Affairs**

**College of DuPage** - Glen Ellyn, IL

phone (630) 942-3028 - fax (630) 942-2297

**Check out the Financial Affairs Team Site [Here](#)**

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**From:** Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>

**Sent:** Wednesday, June 8, 2022 1:58 PM

**To:** Virgilio, David <[virgiliod@cod.edu](mailto:virgiliod@cod.edu)>

**Subject:** FW: Follett FA Invoice 2022SU #1

Signature, please.

Thank you.

**Michelle Resnick**

Manager of Accounts Receivable

College of DuPage

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**From:** Hamler, David <hamlerd@cod.edu>  
**Sent:** Wednesday, June 8, 2022 11:13 AM  
**To:** Resnick, Michelle <resnickm@cod.edu>  
**Subject:** Follett FA Invoice 2022SU #1

Hello!

Attached is a check request for a Follett FA invoice. As we discussed, the BKIR includes charges with the BKGFT AR Code due to an error on the Follett side related to shipping charges. This seems to have been fixed going forward. All of the BKGFT charges should technically be under the BKBKS code, but this does not have an effect on the total due.

Thank you,

**David Hamler**

Accounts Receivable Coordinator

College of DuPage

Temp Phone: 331-218-0568

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**3 attachments**

image002.jpg

image003.png

Signed Follett FA Invoice 2022SU 05.17.22 to 05.31.22.pdf