

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084587  
Vendor Name: Follett Higher Education, LLC  
Invoice Number: 12122022  
Invoice Date: 12/12/2022  
PO Number:  
Check Number: E0093079  
Check Amount: \$ 180.80  
Check Date: 01/11/2023  
Voucher Number: V0767620  
Document Type: AP Invoice

Document Below

### Bookstore Order Under \$500

Instructions:

This form is to be used for requests to purchase items from the College's Bookstore costing \$500 or less per transaction. Any orders above this amount require a purchase order.

Requester will complete the Customer Section of this form and the bookstore staff will complete the second portion. After transaction has been finalized the bookstore staff will email this form and copy of the receipt to College of DuPage Accounts Payable office as an invoice for payment. Accounts Payable will process invoice for payment to the provided General Ledger number approval workflow.

**-Customer Section-**

**REQUESTER INFORMATION**

Today's Date:	12/12/2022
Name:	Andrea Stone
Department:	NHS Division
Contact:	Pam Dinucci

**GL Account Number (to be paid from):**

(required)	01	10	00189	5401002
	<i>Fund</i>	<i>Function</i>	<i>Dept.</i>	<i>Object</i>

**-Bookstore Use Only-**

Item Details - Description	Quantity	Unit Price	Total
Phlebotomy Essentials (w/Navigate 2 Premier Access Code) - McCall	1		
Cardiology Essentials- Holler	1		
Please see the attached receipt for details.		Subtotal:	0
		Tax:	
		TOTAL:	0
Notes			

## Notes

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Date of Order: \_\_\_\_\_

Order Number: \_\_\_\_\_  
Student ID on the receipt

Date completed: \_\_\_\_\_

Completed by Name: \_\_\_\_\_

Requester Notified: ☐Shipping Method: ☐ To be Delivered: ☐

Pick Up In-Person: ☐

Picked-Up Date: \_\_\_\_\_

Picked Up By (Name): Pam Dinucci

Signature: \_\_\_\_\_

Submit to: [S.patel@follett.com](mailto:S.patel@follett.com) or [Follettgonzalez@cod.edu](mailto:Follettgonzalez@cod.edu)

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			
Cardiology Essentials			
010929316	1@	\$131.00	\$104.80 N
Discount 20.00%			(26.20)
PL - Department Discount-20%			

New			
Phlebotomy Essentials, Enhance			
023350750	1@	\$95.00	\$76.00 N
Discount 20.00%			(19.00)
PL - Department Discount-20%			

Subtotal	\$226.00
Total Discount	(45.20)

Total Sales Tax	\$0.00
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Total	\$180.80
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ARHousecharge	\$180.80
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Major Acct:606  
Student ID:12122022  
Student Name: NHS- Pam D  
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: 2

**YOU SAVED \$45.20**

Total Tender	\$180.80
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"Shaba Patel (0784)" <s.patel@follett.com>

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[External] Folletts COD bookstore- Dpt purchase

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

Thu, Dec 22, 2022 at 04:01 PM UTC

CC:

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 morning

Please see the attachments for details.

Thanks

**Shaba Patel**

Operations Manager

College of DuPage bookstore

Phone 630.942.4347

Address 425 Fawell Blvd, Glen Ellyn IL 60137

Website follett.com | cod.bkstr.com

Email s.patel@follett.com

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**3 attachments**

Outlook-aw5xy3lu.png

Outlook-hapsqzcl.png

img-221222114802.pdf