

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084587  
Vendor Name: Follett Higher Education, LLC  
Invoice Number: 032723ONE  
Invoice Date: 3/16/2023  
PO Number:  
Check Number: E0094537  
Check Amount: \$ 570.79  
Check Date: 04/05/2023  
Voucher Number: V0780422  
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: 03/16/2023

Name: Susan Maloney

Department: Learning Commons

Contact: x2764 maloneys@cod.edu

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

(required) 01 30 15290 5401002

*Fund                      Function                      Dept.                      Object*

**-Bookstore Use Only-**

| Item Details - Description  | Quantity | Unit Price | Total  |
|---|----------|------------|--------|
| New Practical Chinese Reader w/CD 3rd Ed. ISBN: 9787561942772             | 1        | 25.60      | 25.60  |
| New Practical Chinese Reader (Workbook)(w/CD) 3rd Ed. ISBN: 9787561944608 | 1        | 30.80      | 30.80  |
| Precalculus 1 (MATH 1431) ISBN 0-13-421745-4                              | 1        | 217.20     | 217.20 |
| Precalculus 2 (MATH 1432) ISBN 978-0-13-421743-7                          | 1        | 163.00     | 163.00 |
| The Associated Press Stylebook, 56th Ed. ISBN#: 1541601653                | 1        | 19.99      | 19.99  |

Please see the attached receipt for details.

Subtotal: 456.59

Tax:

**TOTAL:** 456.59

**Notes**

Thank you!

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): \_\_\_\_\_

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@fhg.follett.com  
 www.efollett.com

| ITEM | QTY | PRICE | TOTAL |
|------|-----|-------|-------|
|------|-----|-------|-------|

New  
 New Practical Chinese Reader (  
 017230885 1@ \$32.00 \$25.60 N  
 Discount 20.00% (6.40)  
 PL - Department Discount-20%

New  
 New Practical Chinese Reader (  
 017259642 1@ \$38.50 \$30.80 N  
 Discount 20.00% (7.70)  
 PL - Department Discount-20%

Used  
 Trigonometry (w/out Access Cod  
 016956341 1@ \$203.75 \$163.00 N  
 Discount 20.00% (40.75)  
 PL - Department Discount-20%

New  
 College Algebra (w/out MyMathL  
 016805050 1@ \$271.50 \$217.20 N  
 Discount 20.00% (54.30)  
 PL - Department Discount-20%

Subtotal \$545.75  
 Total Discount (109.15)

Total Sales Tax \$0.00

Total \$436.60

ARHousecharge \$436.60

Major Acct:606

Student ID:032723one

Student Name: Sue M- 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.

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

---

**[External] Dpt purchase**

---

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

Thu, Mar 30, 2023 at 02:37 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.

**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

---

**3 attachments**

Outlook-q5x0ok5k.png

img-230330101831.pdf

Outlook-fr3ttdh0.png

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084587  
Vendor Name: Follett Higher Education, LLC  
Invoice Number: 032723TWO  
Invoice Date: 3/27/2023  
PO Number:  
Check Number: E0094537  
Check Amount: \$ 570.79  
Check Date: 04/05/2023  
Voucher Number: V0780437  
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:

3/27/2023

Name:

Susan Maloney

Department:

Learning Commons

Contact:

Susan Maloney

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

(required)

01

30

15290

5401002

Fund

Function

Dept.

Object

**-Bookstore Use Only-**

| Item Details - Description | Quantity | Unit Price | Total |
|----------------------------|----------|------------|-------|
| Medical Surgical Nursing   | 1        | 35.99      | 35.99 |
|                            |          |            |       |
|                            |          |            |       |
|                            |          |            |       |

Please see the attached receipt for details.

Subtotal:

0

Tax:

TOTAL:

0

**Notes**

Date of Order:

03/27/23

Order Number:

032723two

Student ID on the receipt

Date completed:

03/27/23

Completed by Name:

Shabarp

Requester Notified:

☐

Shipping Method:

To be Delivered:

☐

Pick Up In-Person:

☒

Picked-Up Date:

3/27/23

Picked Up By (Name):

Susan Maloney

Signature:

Sus Mal

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                            |     |         |           |
| Medical-Surgical Nursing (Stud |     |         |           |
| 023511634                      | 10  | \$44.99 | \$35.99 N |
| Discount 20.00%                |     |         | (9.00)    |
| PL - Department Discount-20%   |     |         |           |

|                |         |
|----------------|---------|
| Subtotal       | \$44.99 |
| Total Discount | (9.00)  |

|                 |        |
|-----------------|--------|
| Total Sales Tax | \$0.00 |
|-----------------|--------|

|       |         |
|-------|---------|
| Total | \$35.99 |
|-------|---------|

|               |         |
|---------------|---------|
| ARHousecharge | \$35.99 |
|---------------|---------|

Major Acct:606  
Student ID:032723two  
Student Name: Sue M- 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 \$9.00**

|              |         |
|--------------|---------|
| Total Tender | \$35.99 |
|--------------|---------|

|            |        |
|------------|--------|
| Change Due | \$0.00 |
|------------|--------|

\*\*\*\*\*

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

---

**[External] Dpt purchase**

---

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

Thu, Mar 30, 2023 at 02:55 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.

**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

---

**3 attachments**

Outlook-xzvmwcnc.png

Outlook-sljw0ek2.png

img-230330104448.pdf



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084587  
Vendor Name: Follett Higher Education, LLC  
Invoice Number: 032723THREE  
Invoice Date: 3/27/2023  
PO Number:  
Check Number: E0094537  
Check Amount: \$ 570.79  
Check Date: 04/05/2023  
Voucher Number: V0780438  
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: 03/27/2023

Name: Susan Maloney

Department: Learning Commons

Contact: Susan Maloney

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

|               |                 |              |               |
|---------------|-----------------|--------------|---------------|
| (required) 01 | 10              | 15190        | 5401002       |
| <i>Fund</i>   | <i>Function</i> | <i>Dept.</i> | <i>Object</i> |

**-Bookstore Use Only-**

| Item Details - Description                          | Quantity | Unit Price    | Total        |
|---|----------|---------------|--------------|
| Statistics for the behavioral sciences, 3rd edition | 1        | 98.20         | 98.20        |
|   |          |               |              |
|   |          |               |              |
|   |          |               |              |
|   |          |               |              |
| Please see the attached receipt for details.        |          | Subtotal:     | 98.20        |
|   |          | Tax:          |              |
|   |          | <b>TOTAL:</b> | <b>98.20</b> |

**Notes**

Date of Order: 03/27/23

Order Number: 032723 three

Student ID on the receipt

Date completed: 03/27/23

Completed by Name: Shaba

Requester Notified: ☐

Shipping Method: To be Delivered: ☐

Pick Up In-Person: ☒

Picked-Up Date:

Picked Up By (Name): Susan Maloney

Signature: Susan Maloney

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                            |     |          |           |
| Statistics for Behavioral Scie |     |          |           |
| 023784897                      | 1@  | \$122.75 | \$98.20 N |
| Discount 20.00%                |     |          | (24.55)   |
| PL - Department Discount-20%   |     |          |           |

|                |          |
|----------------|----------|
| Subtotal       | \$122.75 |
| Total Discount | (24.55)  |

|                 |        |
|-----------------|--------|
| Total Sales Tax | \$0.00 |
|-----------------|--------|

|       |         |
|-------|---------|
| Total | \$98.20 |
|-------|---------|

|               |         |
|---------------|---------|
| ARHousecharge | \$98.20 |
|---------------|---------|

Major Acct:606  
Student ID:032723three  
Student Name: Sue M- 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 \$24.55**

|              |         |
|--------------|---------|
| Total Tender | \$98.20 |
|--------------|---------|

|            |        |
|------------|--------|
| Change Due | \$0.00 |
|------------|--------|



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

---

**[External] Dpt purchase**

---

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

Thu, Mar 30, 2023 at 03:01 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.

**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

---

**3 attachments**

img-230330105003.pdf

Outlook-ktb2s1a4.png

Outlook-2bspwaoy.png