

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084587
Vendor Name: Follett Higher Education, LLC
Invoice Number: 040423
Invoice Date: 4/4/2023
PO Number:
Check Number: E0094770
Check Amount: \$ 67.96
Check Date: 04/19/2023
Voucher Number: V0782284
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: 04/04/2023
 Name: Larisa Miller
 Department: Library
 Contact: x3664 millerl@cod.edu

GL Account Number (to be paid from):

(required) 01 20 15240 5405001
 Fund Function Dept. Object

-Bookstore Use Only-

Item Details - Description	Quantity	Unit Price	Total

Please see the attached receipt for details.

Subtotal: 0

Tax:

TOTAL: 0

Notes

Date of Order: 04104123

Order Number: 040423
Student ID on the receipt

Date completed: 04104123

Completed by Name: Shaba P.

Requester Notified: ☐

Shipping Method: To be Delivered: ☐

Pick Up In-Person: ☒

Picked-Up Date: 04104123

Picked Up By (Name): LARISA MILLER

Signature: Larisa Miller

Submit to: S.patel@follett.com or 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			
Through the Lens of Anthropol			
025938781	10	\$84.95	\$67.96 N
Discount 20.00%			(16.99)
PL - Department Discount-20%			

Subtotal	\$84.95
Total Discount	(16.99)

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

Total	\$67.96
-------	---------

ARHousecharge \$67.96
Major Acct:606
Student ID:040423
Student Name: Library
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 \$16.99

Total Tender	\$67.96
Change Due	\$0.00



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

[External] Dpt purchase

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

Thu, Apr 6, 2023 at 03:40 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-ofaiyg5t.png

img-230406112813.pdf

Outlook-dplp40i0.png