

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084587  
Vendor Name: Follett Higher Education, LLC  
Invoice Number: 033023  
Invoice Date: 3/6/2023  
PO Number:  
Check Number: E0094978  
Check Amount: \$ 64.00  
Check Date: 05/03/2023  
Voucher Number: V0784217  
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: 03/06/2023

Name: Rebecca Bahr

Department: CE

Contact: Andrea Parsons

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

(required) 05 63 65008 5401002

*Fund                      Function                      Dept.                      Object*

**-Bookstore Use Only-**

Item Details - Description	Quantity	Unit Price	Total
ASA Airman Knowledge Testing Supplement - Sport, Recreational, Remote and Private Pilot	10	8.60	86.00
		\$10.75 less 20%	

Please see the attached receipt for details.

Subtotal:	86
Tax:	
<b>TOTAL:</b>	<b>86</b>

**Notes**

Date of Order: 316123                      Order Number: 038023

*Student ID on the receipt*

Date completed: 3128123                      Completed by Name: Bahr

Requester Notified: ☐

Shipping Method:      To be Delivered: ☐

Pick Up In-Person: ☒

Picked-Up Date: 3128123

Picked Up By (Name): \_\_\_\_\_

Signature: Andrea Parsons                      Digitally signed by Andrea Parsons  
Date: 2023.03.06 09:58:53 -06'00'

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			
Airman Knowledge Testing Suppl			
019103403	10@	\$8.00	\$64.00 T
Discount 20.00%			(1.60)
PL - Department Discount-20%			

Subtotal	\$80.00
Total Discount	(16.00)

Total Sales Tax	\$0.00
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Total	\$64.00
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ARHousecharge	\$64.00
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Major Acct:606

Student ID:033023

Student Name: Cont Edu- Rebeca B

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: 10

**YOU SAVED \$16.00**

Total Tender	\$64.00
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Change Due	\$0.00
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"Shaba Patel (0784)" <s.patel@follett.com>

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[External] Dpt purchase

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

Thu, Apr 6, 2023 at 03:43 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

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**3 attachments**

Outlook-4jl4dgsh.png

img-230406113139.pdf

Outlook-elf5tgvg.png