

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084587
Vendor Name: Follett Higher Education, LLC
Invoice Number: 042523
Invoice Date: 4/25/2023
PO Number:
Check Number: E0095248
Check Amount: \$ 91.00
Check Date: 05/18/2023
Voucher Number: V0785565
Document Type: AP Invoice

Document Below

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.

Object

Bookstore Order Under \$500 ☐

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
=====			
LANYARD J HOOK 3/8/DKGRN/			
024181232	4@	\$5.95	\$19.04 N
Discount 20.00%			(4.76)
PL - Department Discount-20%			

Subtotal	\$23.80
Total Discount	(4.76)

Total Sales Tax	\$0.00
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Total	\$19.04
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ARHousecharge	\$19.04
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Major Acct:606
Student ID:042523
Student Name: Liberal Arts- Robyn S
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: 4

YOU SAVED \$4.76

Total Tender	\$19.04
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Change Due	\$0.00
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* Not an Original Receipt *

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

[External] Dpt purchase

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

Tue, May 9, 2023 at 05:44 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

Store 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-230509111108.pdf

Outlook-qklugxjp.png

Outlook-f2oasymz.png

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084587
Vendor Name: Follett Higher Education, LLC
Invoice Number: 05022023
Invoice Date: 4/27/2023
PO Number:
Check Number: E0095248
Check Amount: \$ 91.00
Check Date: 05/18/2023
Voucher Number: V0785566
Document Type: AP Invoice

Document Below

Bookstore Order Under \$500

Instructions:

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: 04/27/2023

Name: Pam Dinucci

Department: NHS Division

Contact: Pam Dinucci

GL Account Number (to be paid from):

(required)	<u>01</u>	<u>10</u>	<u>00273</u>	<u>5401002</u>
	<i>Fund</i>	<i>Function</i>	<i>Dept.</i>	<i>Object</i>

-Bookstore Use Only-

Item Details - Description	Quantity	Unit Price	Total
Interventions for Speech Sound Disorders in Children	1		89.95

Please see the attached receipt for details.

Notes	Subtotal:	
	Tax:	
	TOTAL:	

Notes

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Date of Order: 05/02/23.

Order Number: 05022023
Student ID on the receipt

Date completed: 05/02/23

Completed by Name: Pam Dinucci

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 or Follettgonzalez@cod.edu

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0784mgr@fhcg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Interventions for Speech Sound			
023516312	1@	\$89.95	\$71.96 N
Discount 20.00%			(17.99)
PL - Department Discount-20%			
Subtotal			\$89.95
Total Discount			(17.99)
Total Sales Tax			\$0.00
Total			\$71.96
ARHousecharge			\$71.96
Major Acct:606			
Student ID:05022023			
Student Name: Hlth&Sci			
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 \$17.99

Total Tender	\$71.96
Change Due	\$0.00



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

[External] Dpt purchase

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

Tue, May 9, 2023 at 05:58 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

Store 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

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