

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084587
Vendor Name: Follett Higher Education, LLC
Invoice Number: 04132023
Invoice Date: 4/12/2023
PO Number:
Check Number: E0095562
Check Amount: \$ 43.12
Check Date: 06/06/2023
Voucher Number: V0787908
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: 04/12/2023

Name: Ashley McLaughlin

Department: Continuing Education

Contact: 630-942-2209 or mclaughl@cod.edu

GL Account Number (to be paid from):

(required) 05 61 61006 5401002

Fund Function Dept. Object

-Bookstore Use Only-

Item Details - Description	Quantity	Unit Price	Total
Japanese for Busy People Book 1: Romanized: Revised 4th Edition -ISBN 1568366191	1	23.96	23.96
Japanese for Busy People Book 1: The Workbook: Revised 4th Edition- ISBN: 1568366213	1	19.16	19.16

Please see the attached receipt for details.

Subtotal:	43.12
Tax:	
TOTAL:	43.12

Notes

Instructor books requested by Hilary Chapa

Date of Order: 04/12/2023

Date completed: _____

Requester Notified: ☐

Shipping Method: ☐ To be Delivered: ☐

Pick Up In-Person: ☐

Picked-Up Date: _____

Picked Up By (Name): _____

Signature: Ashley McLaughlin Digitally signed by Ashley McLaughlin
Date: 2023.04.12 09:33:48 -05'00'

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@fhcg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Japanese for Busy People Book			
026737814	1@	\$29.95	\$23.96 N
		Discount 20.00%	(5.99)
PL - Department Discount-20%			
New			
Japanese for Busy People Book			
027411087	1@	\$23.95	\$19.16 N
		Discount 20.00%	(4.79)
PL - Department Discount-20%			
Subtotal			\$53.90
Total Discount			(10.78)
Total Sales Tax			\$0.00
Total			\$43.12

Items Purchased: 2

YOU SAVED \$10.78

Total Tender \$43.12

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

[External] Dpt Purchase

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

Tue, May 9, 2023 at 05:46 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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Outlook-rj34libd.png