

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084587
Vendor Name: Follett Higher Education, LLC
Invoice Number: 06142023
Invoice Date: 6/14/2023
PO Number:
Check Number: E0095934
Check Amount: \$ 403.20
Check Date: 06/28/2023
Voucher Number: V0791320
Document Type: AP Invoice

Document Below

Instructions:

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.

REQUESTER INFORMATION

Contact:

(630) 942-3342

(required)

01

80

00789

Dept.

54 01 00

Object

Item Details - Description	Quantity	Unit Price	Total

Subtotal:

0

Tax:

TOTAL:

0

Notes

Date of Order:

06114123

Order Number:

06142023

Student ID on the receipt

Date completed:

06114123

Completed by Name:

Receipt
ap

Requester Notified:

□

Shipping Method:

To be Delivered:

7

Pick Up In-Person:

Picked-Up Date:

06/14/23

Picked Up By (Name):

Rachel Anderson

Signature:

Re

Follett's COD Bookstore
425 Fawell Blvd - SRC Building
Glen Ellyn
IL, 60137
(630) 942-2360
0764mgr@fhcg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
VINYL PADFOLIO/FORST/		./.	
025243533	10@	\$7.00	\$56.00 N
Discount 20.00%			(14.00)
PL - Department Discount-20%			

Subtotal	\$70.00
Total Discount	(14.00)

Total Sales Tax	\$0.00
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Total	\$56.00
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ARHousecharge \$56.00
Major Acct:606
Student ID:06142023
Student Name: Academic Affairs
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 \$14.00

Total Tender	\$56.00
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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, Jun 20, 2023 at 03:24 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

Outlook-b145cwz1.png

img-230620110353.pdf

Outlook-saeq3mm5.png

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084587
Vendor Name: Follett Higher Education, LLC
Invoice Number: 061423
Invoice Date: 6/14/2023
PO Number:
Check Number: E0095934
Check Amount: \$ 403.20
Check Date: 06/28/2023
Voucher Number: V0791321
Document Type: AP Invoice

Document Below

Instructions:

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:

6/14/23

Name:

Rachel Anderson

Department:

Academic Affairs

Contact:

(630) 942-3342

GL Account Number (to be paid from):

(required)

01

80

00789

10 5501002

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			

Notes

Date of Order:

06114125.

Order Number:

061423

Student ID on the receipt

Date completed:

06114123

Completed by Name:

Requester Notified:

7

Shipping Method:

To be Delivered:

7

Pick Up In-Person:

☒

Picked-Up Date:

Picked Up By (Name):

Rachel Anderson

Signature:

Re

Follett's COD Bookstore
425 Fawell Blvd - SRC Building
Glen Ellyn
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(630) 942-2360
0784mgr@fhcg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
LST 2C FSN FC/GRHTR/LG/.			
014246641	5@	\$26.00	\$104.00 N
Discount 20.00%			(26.00)
PL - Department Discount-20%			
LST 2C FSN FC/GRHTR/2XL/.			
014246643	3@	\$26.00	\$62.40 N
Discount 20.00%			(15.60)
PL - Department Discount-20%			
LST 2C FSN FC/GRHTR/XL/.			
014246642	2@	\$26.00	\$41.60 N
Discount 20.00%			(10.40)
PL - Department Discount-20%			

Subtotal	\$260.00
Total Discount	(52.00)

Total Sales Tax	\$0.00
Total	\$208.00

ARHousecharge	\$208.00
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Major Acct:606
Student ID:061423
Student Name: Academic Affairs
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 \$52.00

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

[External] Dpt Purchase

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

Tue, Jun 20, 2023 at 03:37 PM UTC

CC:

BCC:

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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

Outlook-5yqjzge3.png

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img-230620111630.pdf

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education, LLC

Invoice Number: 061223

Invoice Date: 6/12/2023

PO Number:

Check Number: E0095934

Check Amount: \$ 403.20

Check Date: 06/28/2023

Voucher Number: V0791322

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: June 12, 2023
 Name: Julie Konczyk
 Department: Continuing Education
 Contact: 2207

GL Account Number (to be paid from):

(required) 05 62 62008 5401002
 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: 06/12/23 Order Number: 061223

Student ID on the receipt

Date completed: 6/12/23 Completed by Name: [Signature]

Requester Notified: ☐

Shipping Method: To be Delivered: ☐

Pick Up In-Person: ☒

Picked-Up Date: _____

Picked Up By (Name): Julie Konczyk

Signature: [Signature]

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
POLO/GENRE E MSCT/BLACK/XL/.			
013093029	1@	\$54.00	\$43.20 N
Discount 20.00%			(10.80)
PL - Department Discount-20%			
POLO/ICE E WDMK LC/BLACK/LG/.			
015114523	2@	\$30.00	\$48.00 T
Discount 20.00%			(6.00)
PL - Department Discount-20%			
POLO/ICE E WDMK LC/BLACK/SM/.			
015114521	1@	\$30.00	\$24.00 N
Discount 20.00%			(6.00)
PL - Department Discount-20%			
POLO/ICE E WDMK LC/BLACK/MED/.			
015114522	1@	\$30.00	\$24.00 N
Discount 20.00%			(6.00)
PL - Department Discount-20%			

Subtotal	\$174.00
Total Discount	(34.80)

Total Sales Tax	\$0.00
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Total	\$139.20
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ARHousecharge	\$139.20
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Major Acct:606
Student ID:061223
Student Name: Cont Edu
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: 5

YOU SAVED \$34.80

Total Tender	\$139.20
--------------	----------

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

[External] Dpt purchase

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

Tue, Jun 20, 2023 at 04:24 PM UTC

CC:

BCC:

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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

Outlook-4fgnpnsy.png

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