

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084587
Vendor Name: Follett Higher Education, LLC
Invoice Number: 10.13.2023
Invoice Date: 10/13/2023
PO Number:
Check Number: E0097731
Check Amount: \$ 1,044,204.03
Check Date: 10/19/2023
Voucher Number: V0806631
Document Type: AP Invoice

Document Below

Check Request Form

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

Check the appropriate box below:

- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Description on Check:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form (*cont.*)

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

Customer Statement
between 8/1/2023 and 8/31/2023

10/12/2023

Bill To:

College of DuPage Datatel
 425 Fawell Blvd
 Glen Ellyn, IL 60137

Send Payments To:

Follett Higher Education Group, LLC
 College of DuPage Bookstore
 Store No 784 M.A 7840000001
 3146 SOLUTIONS CENTER
 CHICAGO, IL 60677-3001

Attention:

Please include the store number on your remittance

The Last Payment date 8/4/2023 12:16:13 PM

Amount \$8,228.14

Major Account # 7840000001

Total Remaining Amount

\$1,044,204.03

Transaction Period: 8/1/2023 - 8/31/2023

Unapplied Payments:

\$0.00

Amount Due By: 10/31/2023

\$1,044,204.03

Customer Name

Customer #

Soc Sec #

Student ID #

**Invoice
Number**

Date

Transaction Reference

Transaction Amount

Remaining Amount

784102102

8/8/2023

FA CHARGE: 784-102-102-4867

\$175.26

\$175.26

8/8/2023

FA CHARGE: 784-102-102-4868

\$25.00

\$25.00

8/10/2023

FA CHARGE: 784-103-103-3908

\$400.00

\$400.00

8/16/2023

FA CHARGE: 784-104-104-7780

\$222.11

\$222.11

Customer Account Total:

\$822.37

\$822.37

784105011

8/23/2023

FA CHARGE: 784-103-103-4899

\$30.02

\$30.02

Customer Account Total:

\$30.02

\$30.02

784105072

8/23/2023

FA CHARGE: 784-107-107-7960

\$32.42

\$32.42

8/24/2023

FA CHARGE: 784-105-105-7172

\$22.88

\$22.88

8/28/2023

FA CHARGE: 784-104-104-8949

\$511.81

\$511.81

8/16/2023

FA CHARGE: 784-106-106-8819

\$52.75

\$52.75

8/16/2023

FA CHARGE: 784-101-101-1349

\$16.18

\$16.18

8/11/2023

FA CHARGE: 784-101-101-1032

\$269.54

\$269.54

8/11/2023

FA CHARGE: 784-101-101-1042

\$231.03

\$231.03

8/11/2023

FA CHARGE: 784-103-103-3948

\$43.25

\$43.25

8/11/2023

FA CHARGE: 784-103-103-3949

\$43.25

\$43.25

8/11/2023

FA CHARGE: 784-103-103-3950

\$32.42

\$32.42

8/11/2023

FA CHARGE: 784-103-103-3946

\$29.17

\$29.17

Statement Inquires, please call: (630)942-2361

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

Recap of Follett Bookstore FA Purchases
Fall 2023

DATE	BKBKS	BKTEC	BKCLO	BKGFT	TAX	TOTAL	Invoice	Diff.	Sub-total of invoice
8/7/2023	30,355.46	25,528.38	658.38	-	3,811.90	60,354.12	60,354.12	-	
8/8/2023	51,489.11	7,157.58	666.33	-	3,845.59	63,158.61	63,158.61	-	
8/9/2023	31,982.27	11,168.70	192.60	-	2,871.23	46,214.80	46,214.80	-	
8/10/2023	27,825.22	21,904.33	410.76	-	3,346.03	53,486.34	53,486.34	-	
8/11/2023	12,057.89	9,053.29	319.00	-	1,504.24	22,934.42	22,934.42	-	
8/12/2023	6,880.08	121.90	48.00	-	344.19	7,394.17	7,394.17	-	
8/14/2023	29,392.80	27,170.68	364.52	-	3,938.79	60,866.79	60,866.79	-	
8/15/2023	39,268.68	5,152.00	372.05	-	2,654.52	47,447.25	47,447.25	-	
8/16/2023	27,574.47	26,671.19	339.90	-	3,756.23	58,341.79	58,341.79	-	
8/17/2023	37,165.41	6,351.19	682.38	-	2,634.95	46,833.93	46,833.93	-	
8/18/2023	31,764.24	2,429.84	269.72	-	2,026.54	36,490.34	36,490.34	-	
8/19/2023	27,059.34	4,255.64	425.40	-	1,820.59	33,560.97	33,560.97	-	
8/20/2023	11,927.25	4,848.92	116.80	-	936.36	17,829.33	17,829.33	-	
8/21/2023	76,364.34	14,314.94	614.24	-	5,617.73	96,911.25	96,911.25	-	
8/22/2023	70,684.75	8,048.28	454.65	-	4,057.30	83,244.98	83,169.23	75.75	
8/23/2023	50,079.72	14,043.07	330.95	-	3,678.00	68,131.74	68,131.74	-	
8/24/2023	33,964.01	18,306.28	528.90	-	3,070.62	55,869.81	55,974.81	(105.00)	
8/25/2023	24,244.48	(94.47)	248.76	-	1,544.58	25,943.35	25,943.35	-	
8/26/2023	12,783.37	2,266.60	51.80	-	917.71	16,019.48	16,019.48	-	
8/27/2023	3,049.68	313.80	56.00	-	69.60	3,489.08	3,489.08	-	
8/28/2023	25,416.82	15,043.36	455.74	-	2,379.72	43,295.64	43,295.64	-	
8/29/2023	22,128.78	17,198.89	267.65	-	2,597.99	42,193.31	42,193.31	-	
8/30/2023	14,343.50	9,663.10	200.80	-	1,457.43	25,664.83	25,664.83	-	
8/31/2023	14,165.62	12,295.37	256.89	-	1,788.87	28,506.75	28,498.45	8.30	1,044,204.03
				-					
Total	711,967.29	263,212.86	8,332.22	-	60,670.71	1,044,183.08	1,044,204.03	(20.95)	1,044,204.03

"Hamler, David" <hamlerd@cod.edu>

FW: Check Request for Follett - FA bookstore purchases, 2023FA #1

"Hamler, David" <hamlerd@cod.edu>

Mon, Oct 16, 2023 at 03:20 PM UTC

CC: Zerrudo, Marivic <zerrudom@cod.edu>, Sekerka, Joyce <sekerkaj@cod.edu>

BCC:

Hello,

Attached is an invoice from Follett for FA purchases during the month of August.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

Temp Phone: 331-218-0568

From: Humphrey, Vera <humphreyv@cod.edu>

Sent: Monday, October 16, 2023 9:08 AM

To: Hamler, David <hamlerd@cod.edu>

Subject: FW: Check Request for Follett - FA bookstore purchases, 2023FA #1

Hi David,

Ellen has approved.

Thank you,

Vera Humphrey

Administrative Assistant to the

Vice President of Administrative Affairs

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

From: Roberts, Ellen <roberts@cod.edu>

Sent: Monday, October 16, 2023 7:28 AM

To: Humphrey, Vera <humphreyv@cod.edu>

Subject: RE: Check Request for Follett - FA bookstore purchases, 2023FA #1

Good morning, Vera –

Attached please find the approved check request.

Thank you,

Ellen

Ellen M. Roberts

Vice President, Administrative Affairs

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

roberts@cod.edu

630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>

Sent: Friday, October 13, 2023 3:18 PM

To: Roberts, Ellen <roberts@cod.edu>

Subject: FW: Check Request for Follett - FA bookstore purchases, 2023FA #1

Hi Ellen,

For your approval.

Thank you,

Vera Humphrey

Administrative Assistant to the

Vice President of Administrative Affairs

College of DuPage 425 Fawell Blvd SRC 2130 Glen Ellyn, IL 60137

630-942-4285 (ph) 630-942-2297 (fax)

From: Hamler, David <hamlerd@cod.edu>

Sent: Friday, October 13, 2023 3:15 PM

To: Humphrey, Vera <humphreyv@cod.edu>

Subject: FW: Check Request for Follett - FA bookstore purchases, 2023FA #1

Good afternoon,

Attached is a check request for Follett requiring approval. Please let me know if you have any questions.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

Temp Phone: 331-218-0568

From: Brady, Scott <bradys310@cod.edu>

Sent: Friday, October 13, 2023 2:44 PM

To: Hamler, David <hamlerd@cod.edu>

Subject: RE: Check Request for Follett - FA bookstore purchases, 2023FA #1

David,

Here you go. Have a great weekend. Scott

Scott L. Brady, CPA

Chief Financial Officer

College of DuPage

425 Fawell Blvd.

SRC 2130L

Glen Ellyn, IL 60137-6599

Direct: 630.942.2219

Email: bradys310@cod.edu

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From: Hamler, David <hamlerd@cod.edu>

Sent: Friday, October 13, 2023 1:54 PM

To: Brady, Scott <bradys310@cod.edu>

Subject: FW: Check Request for Follett - FA bookstore purchases, 2023FA #1

Good afternoon,

Attached is a check request for Follett requiring approval. Please let me know if you have any questions.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

From: Virgilio, David <virgiliiod@cod.edu>

Sent: Friday, October 13, 2023 1:53 PM

To: Hamler, David <hamlerd@cod.edu>

Subject: RE: Check Request for Follett - FA bookstore purchases, 2023FA #1

Here you go! Thx!

David P. Virgilio, CPA

Controller – Financial Affairs

College of DuPage – Glen Ellyn, IL

phone (630) 942-3028 – fax (630) 942-2297

Fall 2023: M/T: Remote | W/Th/F: On Campus

Check out the Financial Affairs Team Site [Here](#)

From: Hamler, David <hamlerd@cod.edu>
Sent: Friday, October 13, 2023 1:46 PM
To: Virgilio, David <virgiliod@cod.edu>
Subject: Check Request for Follett - FA bookstore purchases, 2023FA #1

Good afternoon,

Attached is the first invoice from Follett for FA bookstore purchases during the 2023 Fall term. Please let me know if you have any questions.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

3 attachments

image002.jpg

Follett Invoice 10.13.23 2023FA #1.pdf

image003.png