

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1084587

**Vendor Name:** Follett Higher Education, LLC

**Check Details:**

**Check Number:** E0108096

**Check Amount:** \$ 348.80

**Check Date:** 6/17/2025

**Invoice Details:**

**Invoice Number:** 052025

**Invoice Date:** 5/20/2025

**PO Number:** NULL

**Voucher Number:** V0889418

**Document Type:** AP Invoice

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**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: 5/20/25  
 Name: Tashena Briggs  
 Department: Academic Outreach  
 Contact: 630-942-2778

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

(required) 01 10 00373 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**

Date of Order: 05-20-25

Order Number: 05-2025  
Student ID on the receipt

Date completed: 05-20-25

Completed by Name: Chris

Requester Notified: ☐

Shipping Method: ☐ To be Delivered: ☐

Pick Up In-Person: ☒

Picked-Up Date: 05-20-25

Picked Up By (Name): Tashena Briggs

Signature: Tashena Briggs

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
=====			
BOTTLE 24OZ STNLS/GREY/			./.
025354528	3@	\$32.00	\$76.80 T
Discount 20.00%			(6.40)
PL - Department Discount-20%			
40oz STRAW TUMBLER/GREY/40OZ/			
030242449	10@	\$34.00	\$272.00 T
Discount 20.00%			(6.80)
PL - Department Discount-20%			

Subtotal	\$436.00
Total Discount	(87.20)

Total Sales Tax                      \$0.00

Total                                      \$348.80

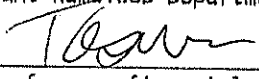
ARHousecharge                      \$348.80

Major Acct:606

Student ID:052025

Student Name: Academic and Outreach

Major Account Name: GOD 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: 13

**YOU SAVED \$87.20**

Total Tender	\$348.80
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Change Due	\$0.00
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"Shaba Patel (0784)" <s.patel@follett.com>

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[External] Dept Purchase- 052025

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

Wed, Jun 4, 2025 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

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**3 attachments**

Outlook-dkwnoudm.png

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Outlook-qwjax2za.png