

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1084587 **Vendor Name:** Follett Higher Education, LLC

**Check Details:**

**Check Number:** E0110331 **Check Amount:** \$ 8,000.00 **Check Date:** 11/4/2025

**Invoice Details:**

**Invoice Number:** P0018817 **Invoice Date:** 8/11/2025 **PO Number:** P0018817 **Voucher Number:** V0912703

**Document Type:** AP Invoice

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**Document Below**

## purchase order



Follett Higher Education, LLC  
College of DuPage Bookstore  
3146 Solutions Center  
Chicago, IL 60677-3001  
United States  
Attn: Shaba Patel  
Phone:

### Ship To

College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Rebecca Bahr  
Phone: 630-942-2238

### Bill To

College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: [invoicing@cod.edu](mailto:invoicing@cod.edu)  
Phone: 630-942-2228

Date: 08/11/2025  
Purchase Order #: P0018817  
Transaction #: 4663283  
Requested By: Rebecca Bahr  
Requester Email: [bahr@cod.edu](mailto:bahr@cod.edu)  
Authorized By: Eric Frick  
Blanket Order:

### Order Comments:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Guide to Energy Management, 8th Edition ISBN 9781498759335	Each	30	152.00 USD	4,560.00 USD

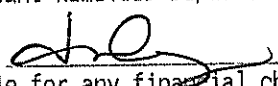
Ship To Attn: Rebecca Bahr

Subtotal: 4,560.00 USD  
Tax: 0.00 USD

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			
Guide to Energy Management			
017278022	30@	\$190.00	\$4,560.00 T
Discount 20.00%			(38.00)
PL - Department Discount-20%			
Subtotal			\$5,700.00
Total Discount			(1,140.00)
Total Sales Tax			\$0.00
Total			\$4,560.00

ARHousecharge \$4,560.00  
Major Acct:606  
Student ID:P0018817  
Student Name: CEJA  
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: 30

**YOU SAVED \$1,140.00**

Total Tender	\$4,560.00
Change Due	\$0.00



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

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[External] P0018817

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

Tue, Oct 28, 2025 at 03:32 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-pd5k0djn.png

Outlook-vi4nr1pd.png

P0018817\_10282025085959.PDF

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1084587 **Vendor Name:** Follett Higher Education, LLC

**Check Details:**

**Check Number:** E0110331 **Check Amount:** \$ 8,000.00 **Check Date:** 11/4/2025

**Invoice Details:**

**Invoice Number:** P0019198 **Invoice Date:** 9/3/2025 **PO Number:** P0019198  
**Voucher Number:** V0912647

**Document Type:** AP Invoice

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**Document Below**

Invoice questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228

Thank you!  
Procurement Services  
[Purchasing@cod.edu](mailto:Purchasing@cod.edu)

## purchase order



Follett Higher Education, LLC  
College of Dupage Bookstore  
3146 Solutions Center  
Chicago, IL 60677-3001  
United States  
Attn: Shaba Patel  
Phone:

### Ship To

College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Rebecca Bahr  
Phone: 630-942-2238

Date: 09/03/2025

Purchase Order #:  
P0019198

Transaction #:  
4697537

Requested By:  
Rebecca Bahr

Requester Email:  
[bahrr@cod.edu](mailto:bahr@cod.edu)

Authorized By:  
Eric Frick

:  
Blanket Order:

### Bill To

College of DuPage  
College of DuPage  
Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL  
60137  
United States  
Attn:  
[invoicing@cod.edu](mailto:invoicing@cod.edu)

Phone: 630-942-  
2228

**Order Comments:**

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Introduction to Thermograp Each hy Principles — Fluke Corp oration and The Snell Grou p; American Technical Publi shers. • ISBN: 978-0-8269- 1535-1 (Cost of 1 book is \$47 each less 20% discoun t = \$37.6 each).	30	37.60 USD	1,128.00 USD	

Ship To Attn: Rebecca Bahr

**Subtotal: 1,128.00 USD**

**Tax: 0.00 USD**

**S & H: 0.00 USD**

**Order Total: 1,128.00 USD**

**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu) with **only one PDF document per email**. For questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto:acctpay@cod.edu) or call 630-942-2228.
3. All payments are processed via ACH transfer weekly. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under a separate cover that outlines the set-up instructions, your log-in, and your temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Paper checks are issued once a month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by the College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, and 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics.

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			
Intro to Thermography Princip1			
032608778	30@	\$47.00	\$1,128.00 N
Discount 20.00%			(282.00)
PL - Department Discount-20%			
Subtotal			\$1,410.00
Total Discount			(282.00)
Total Sales Tax			\$0.00
Total			\$1,128.00

ARHousecharge \$1,128.00  
Major Acct:606  
Student ID:P0019198  
Student Name: CEJA  
Major Account Name:COD Department Purchase

Signature: *Arreguin*  
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: 30

**YOU SAVED \$282.00**

Total Tender \$1,128.00  
Change Due \$0.00  
\* Not an Original Receipt \*



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

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[External] Dpt Purchase- P0019198

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

Tue, Oct 28, 2025 at 03:31 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

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**3 attachments**

Outlook-0eqmsuq4.png

Outlook-pvb2qe22.png

P0019198\_10282025090052.PDF

**Information:**

**Drawer:** Accounts Payable - Invoices **Vendor Number:** 1084587 **Vendor Name:** Follett Higher Education, LLC

**Check Details:**

**Check Number:** E0110331 **Check Amount:** \$ 8,000.00 **Check Date:** 11/4/2025

**Invoice Details:**

**Invoice Number:** P0018687 **Invoice Date:** 7/31/2025 **PO Number:** P0018687 **Voucher Number:** V0912704

**Document Type:** AP Invoice

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**Document Below**

**Purchase Order****Purchase Order #: P0018687****Order Total: 2,312.00 USD****College of DuPage**

Follett Higher Education, LLC

**Date:** 07/31/2025  
**Transaction #:** 4649527  
**Authorized By:** Eric Frick

**Requested By:** Ashley McLaughlin  
**Requester Email:** mclaughl@cod.edu  
**Phone:** 630-942-2209

**Supplier Address:**  
Follett Higher Education, LLC  
College of Dupage Bookstore  
3146 Solutions Center  
Chicago, IL 60677-3001  
United States  
Attn: Shaba Patel  
Phone:

**Ship To:**  
College of DuPage  
College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: Ashley McLaughlin/ AS  
Phone: 630-942-2238

**Bill To:**  
College of DuPage  
College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
United States  
Attn: invoicing@cod.edu  
Phone: 630-942-2228

**Order Comments:**

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Industrial Maintenance and Mechatronics	Each	17	136.00 USD	2,312.00 USD
Ship To Attn: Ashley McLaughlin/ AS MFG/Provider Part #: 9781637767115						

**Subtotal:** 2,312.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 2,312.00 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu) with **only one PDF document per email**. For questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto:acctpay@cod.edu) or call 630-942-2228.
3. All payments are processed via ACH transfer weekly. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under a separate cover that outlines the set-up instructions, your log-in, and your temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Paper checks are issued once a month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by the College of DuPage.

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Glen Ellyn  
IL, 60137  
(630) 942-2360  
0784mgr@fhg.follett.com  
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Industrial Maintenance & Mecha			
026791676	17@	\$170.00	\$2,312.00 T
Discount 20.00%			(34.00)
PL - Department Discount-20%			
Subtotal			\$2,890.00
Total Discount			(578.00)
Total Sales Tax			\$0.00
Total			\$2,312.00

ARHousecharge \$2,312.00  
Major Acct:606  
Student ID:P0018687  
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: 17

**YOU SAVED \$578.00**

Total Tender	\$2,312.00
Change Due	\$0.00



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

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[External] Dpt Purchase P0018687

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

Tue, Oct 28, 2025 at 03:38 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

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**3 attachments**

Outlook-yxlbmojj.png

Outlook-fvwer1pf.png

P0018687\_10282025085620.PDF