

Information:

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

Check Details:

Check Number: E0110426 **Check Amount:** \$ 1,279,098.75 **Check Date:** 11/4/2025

Invoice Details:

Invoice Number: 090525 **Invoice Date:** 9/5/2025 **PO Number:** NULL
Voucher Number: V0912707

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 2.21, Vendor Payment.

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 \$10,000 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 \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 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 Invoice
Period Ending 8/31/2025

Major Name

Invoice # 1358430

9/5/2025

Bill To:	Send Payments To:
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College of DuPage Datatel

425 Fawell Blvd

Glen Ellyn, IL 60137

Glen Ellyn, IL 60137

Glen Ellyn, IL 60137

Remit Payment Via Check, ACH, or Wire

Lockbox

Follett Higher Education Group, LLC

College of DuPage Bookstore

Store No 784 M.A 7840000001

3146 SOLUTIONS CENTER

CHICAGO, IL 60677-3001

Attention: Unassigned

ACH/Wire

Please include the store number on your remittance

Please contact your Field Analyst for bank information
 Federal Tax ID:36-2593135

Major Account # 7840000001	Total Invoice Amount	\$916,967.07
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Amount Due By: 10/5/2025

Customer Name	Customer #	Soc Sec #	Student ID #	
Date	Transaction Reference	Transaction Amount	Remaining Amount	
[REDACTED] EJ	784146540		[REDACTED]	
8/19/2025	FA CHARGE: 784-108-108-477	\$208.23		\$208.23
	Customer Account Total:	\$208.23		\$208.23
[REDACTED]	784148500		[REDACTED]	
8/30/2025	FA CHARGE: 784-102-102-324	\$142.06		\$142.06
	Customer Account Total:	\$142.06		\$142.06
[REDACTED]	784153108		[REDACTED]	
8/26/2025	FA CHARGE: 784-101-101-6730	\$1,108.00		\$1,108.00
	Customer Account Total:	\$1,108.00		\$1,108.00
[REDACTED]	784150106		[REDACTED]	
8/26/2025	FA CHARGE: 784-101-101-6752	\$599.26		\$599.26
	Customer Account Total:	\$599.26		\$599.26

Invoice Inquires - Please contact your Field Accounting Analyst, Beth Black at b.black@follett.com

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

Recap of Follett Bookstore FA Purchases
Fall 2025

DATE	BKBKS	BKTEC	BKCLO	BKGFT	TAX	TOTAL	Invoice	Diff.	Sub-total of invoice
7/1/2025	559.65	713.99	-	100.00	105.46	1,479.10	1,479.10	-	
7/2/2025	422.25	-	-	-	34.83	457.08	457.08	-	
7/3/2025	476.46	-	-	155.00	32.02	663.48	663.48	-	
7/7/2025	1,571.39	16.61	68.00	475.00	66.18	2,197.18	2,197.18	-	
7/8/2025	514.31	499.00	-	95.00	28.93	1,137.24	1,137.24	-	
7/9/2025	1,499.10	(421.05)	-	40.00	74.01	1,192.06	1,192.06	-	
7/10/2025	584.35	29.00	40.00	390.00	13.47	1,056.82	1,056.82	-	
7/11/2025	126.47	499.00	-	-	51.61	677.08	677.08	-	
7/14/2025	148.75	-	-	-	20.52	169.27	169.27	-	
7/15/2025	6.50	-	-	-	9.82	16.32	16.32	-	
7/31/2025	(450.50)	-	-	-	(28.92)	(479.42)	(479.42)	-	8,566.21
8/4/2025	10,011.25	-	-	-	50.18	10,061.43	10,061.43	-	
8/7/2025	(228.74)	-	-	-	(18.87)	(247.61)	(247.61)	-	
8/11/2025	21,491.87	7,614.69	1,227.90	4,478.95	1,923.45	36,736.86	36,736.86	-	
8/12/2025	20,368.79	39,513.65	708.55	1,735.00	4,490.31	66,816.30	64,905.67	1,910.63	
8/13/2025	26,851.43	15,899.77	314.80	1,273.95	2,933.31	47,273.26	47,273.26	-	
8/14/2025	25,915.85	21,560.70	708.90	1,604.36	3,097.73	52,887.54	52,887.54	-	
8/15/2025	13,318.34	17,342.91	581.00	1,203.00	2,548.64	34,993.89	34,993.89	-	
8/16/2025	13,114.31	808.74	439.80	1,321.79	341.68	16,026.32	16,026.32	-	
8/17/2025	9,488.97	18,015.46	-	-	2,252.40	29,756.83	29,756.83	-	
8/18/2025	24,160.23	1,899.74	677.55	1,108.95	1,649.26	29,495.73	29,495.73	-	
8/19/2025	29,715.93	18,137.12	579.05	1,175.00	3,153.27	52,760.37	52,760.37	-	
8/20/2025	29,607.77	17,198.39	557.00	478.95	3,059.89	50,902.00	50,902.00	-	
8/21/2025	24,318.06	21,189.72	838.75	910.95	3,070.60	50,328.08	50,328.08	-	
8/22/2025	19,596.55	5,037.79	730.74	447.00	1,507.80	27,319.88	27,319.88	-	
8/23/2025	11,011.85	2,176.95	33.90	675.00	859.80	14,757.50	14,757.50	-	
8/24/2025	15,291.26	4,269.89	120.00	150.00	883.19	20,714.34	20,714.34	-	
8/25/2025	47,760.58	3,062.90	360.95	730.00	3,767.76	55,682.19	55,532.00	150.19	
8/26/2025	106,871.83	3,215.77	613.80	2,120.00	6,080.88	118,902.28	118,891.30	10.98	
8/27/2025	69,523.28	1,894.64	781.50	1,817.97	4,681.86	78,699.25	78,699.25	-	
8/28/2025	52,459.84	2,187.91	1,310.00	1,179.95	2,454.08	59,591.78	59,591.78	-	
8/29/2025	13,814.21	24,317.69	860.40	1,688.00	2,755.38	43,435.68	43,435.68	-	
8/30/2025	6,792.94	1,485.92	203.60	20.00	346.80	8,849.26	8,849.26	-	
8/31/2025	5,988.21	5,721.93	160.00	629.00	796.57	13,295.71	13,295.71	-	916,967.07
						-	-	-	
						-	-	-	
Total	602,703.34	233,888.83	11,916.19	26,002.82	53,093.90	927,605.08	925,533.28	2,071.80	925,533.28

Follett Bookstore Adjustments
Fall 2025

Date of Invoice	Stud. ID	BKBKS	BKTEC	BKCLO	BKGFT	TAX	TOTAL	Date Corrected	Invoice #	Additional Notes
8/12/2025	1746258	346.74	1,308.00		150.00	105.89	1,910.63	9/15/2025	7942370	
8/25/2025	1637113	138.74				11.45	150.19	9/15/2025	7942405	
8/26/2025	1724012	10.98				-	10.98	9/15/2025	7942412	
Total	3	496.46	1,308.00			117.34	2,071.80			

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

Check Request for Follett (2025FA August FA Purchases)

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

Thu, Oct 30, 2025 at 07:17 PM UTC

CC:

BCC:

Good afternoon,

Attached is a completed check request for Follett.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

1 attachment

Follett Invoice 2025FA #2.pdf

Information:

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

Check Details:

Check Number: E0110426 **Check Amount:** \$ 1,279,098.75 **Check Date:** 11/4/2025

Invoice Details:

Invoice Number: 100725 **Invoice Date:** 10/7/2025 **PO Number:** NULL
Voucher Number: V0912706

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 2.21, Vendor Payment.

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.
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Requester: _____ Print Name: _____

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Requests \$10,000 and over will require the additional approvals below:

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

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

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

Area Cabinet Officer (only required if request is \$25,000 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.)*

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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 Invoice
Period Ending 9/30/2025

Major Name

Invoice # 1368354

10/7/2025

Bill To:	Send Payments To:
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College of DuPage Datatel

425 Fawell Blvd

Glen Ellyn, IL 60137

Glen Ellyn, IL 60137

Glen Ellyn, IL 60137

Attention: Unassigned

Please include the store number on your remittance

Remit Payment Via Check, ACH, or Wire

Lockbox

Follett Higher Education Group, LLC

College of DuPage Bookstore

Store No 784 M.A. 7840000001

3146 SOLUTIONS CENTER

CHICAGO, IL 60677-3001

ACH/Wire

Please contact your Field Analyst for bank information
Federal Tax ID:36-2593135

Major Account # 7840000001	Total Invoice Amount	\$362,131.68
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Amount Due By: 11/6/2025

Customer Name		Customer #	Soc Sec #	Student ID #
Date	Transaction Reference	Transaction Amount		Remaining Amount
		784153523		
9/3/2025	FA CHARGE: 784-106-106-9007		\$241.73	\$241.73
9/3/2025	FA CHARGE: 784-106-106-9019		\$161.02	\$161.02
	Customer Account Total:		\$402.75	\$402.75
		784150395		
9/16/2025	FA CHARGE: 784-101-101-7387		\$169.67	\$169.67
9/16/2025	FA CHARGE: 784-101-101-7373		\$237.47	\$237.47
	Customer Account Total:		\$407.14	\$407.14
		784153299		
9/13/2025	FA CHARGE: 784-102-102-780		\$114.99	\$114.99
9/16/2025	FA CHARGE: 784-102-102-975		\$21.64	\$21.64

Invoice Inquires - Please contact k.kraus@follett.com

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

Recap of Follett Bookstore FA Purchases
Fall 2025

DATE	BKBKS	BKTEC	BKCLO	BKGFT	TAX	TOTAL	Invoice	Diff.	Sub-total of invoice
7/1/2025	559.65	713.99	-	100.00	105.46	1,479.10	1,479.10	-	
7/2/2025	422.25	-	-	-	34.83	457.08	457.08	-	
7/3/2025	476.46	-	-	155.00	32.02	663.48	663.48	-	
7/7/2025	1,571.39	16.61	68.00	475.00	66.18	2,197.18	2,197.18	-	
7/8/2025	514.31	499.00	-	95.00	28.93	1,137.24	1,137.24	-	
7/9/2025	1,499.10	(421.05)	-	40.00	74.01	1,192.06	1,192.06	-	
7/10/2025	584.35	29.00	40.00	390.00	13.47	1,056.82	1,056.82	-	
7/11/2025	126.47	499.00	-	-	51.61	677.08	677.08	-	
7/14/2025	148.75	-	-	-	20.52	169.27	169.27	-	
7/15/2025	6.50	-	-	-	9.82	16.32	16.32	-	
7/31/2025	(450.50)	-	-	-	(28.92)	(479.42)	(479.42)	-	8,566.21
8/4/2025	10,011.25	-	-	-	50.18	10,061.43	10,061.43	-	
8/7/2025	(228.74)	-	-	-	(18.87)	(247.61)	(247.61)	-	
8/11/2025	21,491.87	7,614.69	1,227.90	4,478.95	1,923.45	36,736.86	36,736.86	-	
8/12/2025	20,368.79	39,513.65	708.55	1,735.00	4,490.31	66,816.30	64,905.67	1,910.63	
8/13/2025	26,851.43	15,899.77	314.80	1,273.95	2,933.31	47,273.26	47,273.26	-	
8/14/2025	25,915.85	21,560.70	708.90	1,604.36	3,097.73	52,887.54	52,887.54	-	
8/15/2025	13,318.34	17,342.91	581.00	1,203.00	2,548.64	34,993.89	34,993.89	-	
8/16/2025	13,114.31	808.74	439.80	1,321.79	341.68	16,026.32	16,026.32	-	
8/17/2025	9,488.97	18,015.46	-	-	2,252.40	29,756.83	29,756.83	-	
8/18/2025	24,160.23	1,899.74	677.55	1,108.95	1,649.26	29,495.73	29,495.73	-	
8/19/2025	29,715.93	18,137.12	579.05	1,175.00	3,153.27	52,760.37	52,760.37	-	
8/20/2025	29,607.77	17,198.39	557.00	478.95	3,059.89	50,902.00	50,902.00	-	
8/21/2025	24,318.06	21,189.72	838.75	910.95	3,070.60	50,328.08	50,328.08	-	
8/22/2025	19,596.55	5,037.79	730.74	447.00	1,507.80	27,319.88	27,319.88	-	
8/23/2025	11,011.85	2,176.95	33.90	675.00	859.80	14,757.50	14,757.50	-	
8/24/2025	15,291.26	4,269.89	120.00	150.00	883.19	20,714.34	20,714.34	-	
8/25/2025	47,760.58	3,062.90	360.95	730.00	3,767.76	55,682.19	55,532.00	150.19	
8/26/2025	106,871.83	3,215.77	613.80	2,120.00	6,080.88	118,902.28	118,891.30	10.98	
8/27/2025	69,523.28	1,894.64	781.50	1,817.97	4,681.86	78,699.25	78,699.25	-	
8/28/2025	52,459.84	2,187.91	1,310.00	1,179.95	2,454.08	59,591.78	59,591.78	-	
8/29/2025	13,814.21	24,317.69	860.40	1,688.00	2,755.38	43,435.68	43,435.68	-	
8/30/2025	6,792.94	1,485.92	203.60	20.00	346.80	8,849.26	8,849.26	-	
8/31/2025	5,988.21	5,721.93	160.00	629.00	796.57	13,295.71	13,295.71	-	916,967.07
9/2/2025	13,949.64	5,608.23	774.80	2,993.15	1,244.98	24,570.80	24,435.49	135.31	
9/3/2025	12,240.07	16,489.51	1,030.13	1,482.00	2,052.46	33,294.17	33,294.17	-	
9/4/2025	9,500.79	41,339.83	902.90	1,172.00	3,841.43	56,756.95	56,756.95	-	
9/5/2025	7,916.86	3,201.92	223.95	198.92	609.12	12,150.77	12,150.77	-	
9/6/2025	3,673.40	1,666.97	137.90	530.00	247.66	6,255.93	6,255.93	-	
9/8/2025	9,829.29	11,014.78	333.29	1,242.71	1,387.15	23,807.22	23,807.22	-	
9/9/2025	11,155.94	3,340.02	437.90	852.87	905.50	16,692.23	16,692.23	-	
9/10/2025	8,581.42	287.88	353.00	655.00	391.13	10,268.43	10,268.43	-	
9/11/2025	3,745.47	2,455.93	229.95	711.00	406.26	7,548.61	7,548.61	-	
9/12/2025	6,412.98	13,168.24	100.00	680.00	1,442.11	21,803.33	21,803.33	-	
9/13/2025	4,539.06	29.00	90.00	45.00	247.55	4,950.61	4,950.61	-	
9/15/2025	3,899.45	2,187.86	592.00	200.00	405.14	7,284.45	9,356.25	(2,071.80)	
9/16/2025	7,207.15	6,942.78	358.00	1,391.77	998.89	16,898.59	16,898.59	-	
9/17/2025	3,572.58	1,245.93	139.95	92.00	355.45	5,405.91	5,405.91	-	
9/18/2025	6,587.91	7,736.67	294.95	165.00	1,005.12	15,789.65	15,789.65	-	
9/19/2025	4,182.71	193.97	109.95	345.00	201.16	5,032.79	5,032.79	-	
9/20/2025	1,421.79	184.95	249.55	720.00	147.31	2,723.60	2,723.60	-	
9/22/2025	14,607.87	2,395.81	119.75	215.00	989.80	18,328.23	18,328.23	-	
9/23/2025	13,568.49	8,568.77	336.00	251.00	1,251.14	23,975.40	23,975.40	-	
9/24/2025	9,502.30	3,003.87	568.90	174.00	695.34	13,944.41	13,944.41	-	
9/25/2025	8,300.23	2,247.92	74.95	610.00	492.29	11,725.39	11,725.39	-	
9/26/2025	3,979.26	1,012.94	-	86.94	313.91	5,393.05	5,393.05	-	
9/27/2025	1,397.86	-	-	-	-	1,397.86	1,397.86	-	
9/29/2025	6,371.76	3,401.11	114.90	150.00	632.15	10,669.92	10,669.92	-	
9/30/2025	2,580.78	444.95	91.89	250.00	159.27	3,526.89	3,526.89	-	362,131.68
						-	-	-	
						-	-	-	
						-	-	-	
Total	781,428.40	372,058.67	19,580.80	41,216.18	73,516.22	1,287,800.27	1,287,664.96	135.31	1,287,664.96

Follett Bookstore Adjustments
Fall 2025

Date of Invoice	Stud. ID	BKBKS	BKTEC	BKCLO	BKGFT	TAX	TOTAL	Date Corrected	Invoice #	Additional Notes
8/12/2025	1746258	346.74	1,308.00		150.00	105.89	1,910.63	9/15/2025	7942370	
8/25/2025	1637113	138.74				11.45	150.19	9/15/2025	7942405	
8/26/2025	1724012	10.98				-	10.98	9/15/2025	7942412	
9/2/2025	1698470	125.00				10.31	135.31	10/8/2025	7957712	
Total	4	621.46	1,308.00			127.65	2,207.11			

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

Check Request for Follett (2025FA September FA Purchases)

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

Thu, Oct 30, 2025 at 07:18 PM UTC

CC:

BCC:

Good afternoon,

Attached is a completed check request for Follett.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

1 attachment

Follett Invoice 2025FA #3.pdf