

**Information:**

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

**Check Details:**

**Check Number:** E0110716 **Check Amount:** \$ 3,709.03 **Check Date:** 11/25/2025

**Invoice Details:**

**Invoice Number:** 100925 **Invoice Date:** 10/28/2025 **PO Number:** NULL  
**Voucher Number:** V0914680

**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:

Name:

Larisa Miller

Department:

Library

Contact:

x3664 millerl@cod.edu

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

(required) 01	20	15240	5405001
<i>Fund</i>	<i>Function</i>	<i>Dept.</i>	<i>Object</i>

**-Bookstore Use Only-**

Item Details - Description	Quantity	Unit Price	Total
Please see the attached receipt for details.			Subtotal: 0
			Tax:
			<b>TOTAL: 0</b>

**Notes**

Date of Order:

10/9/25

Order Number:

100925

*Student ID on the receipt*

Date completed:

11

Completed by Name:

*[Signature]*

Requester Notified:

☐

Shipping Method:

To be Delivered:

☐

Pick Up In-Person:

☒

Picked-Up Date:

Picked Up By (Name):

LARISA MILLER

Signature:

*[Signature]*

Submit to: [S.patel@follett.com](mailto:S.patel@follett.com) or [Follettgonzalez@cod.edu](mailto:Follettgonzalez@cod.edu)

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

ITEM	QTY	PRICE	TOTAL
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New

Taber's Cyclopedic Medical Dic			
030304336	1@	\$60.00	\$48.00 N
Discount 20.00%			(12.00)
PL - Department Discount-20%			

New

BLS Provider Manual 2020 (#20-			
023559481	1@	\$24.75	\$19.80 N
Discount 20.00%			(4.95)
PL - Department Discount-20%			

Subtotal	\$84.75
Total Discount	(16.95)

Total Sales Tax	\$0.00
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Total	\$67.80
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ARHousecharge	\$67.80
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Major Acct:606

Student ID:100925

Student Name: Library

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: 2

**YOU SAVED \$16.95**

Total Tender	\$67.80
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Change Due	\$0.00
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"Shaba Patel (0784)" <s.patel@follett.com>

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[External] Dpt Purchase- 100925

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

Tue, Oct 28, 2025 at 03:33 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**

100925\_10282025085903.PDF

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Outlook-scds02c2.png

**Information:**

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

**Check Details:**

**Check Number:** E0110716 **Check Amount:** \$ 3,709.03 **Check Date:** 11/25/2025

**Invoice Details:**

**Invoice Number:** P0018844 **Invoice Date:** 8/12/2025 **PO Number:** P0018844 **Voucher Number:** V0914612

**Document Type:** AP Invoice

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**Document Below**

**Purchase Order****Purchase Order #: P0018844**

Follett Higher Education, LLC

**Order Total: 3,641.40 USD**

**Date:** 08/12/2025  
**Transaction #:** 4665149  
**Authorized By:** Kellen Fitzpatrick

**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, Illinois 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  
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		The Pharmacy Technician, 8e	Each	17	95.20 USD	1,618.40 USD
		Ship To Attn: Ashley McLaughlin	MFG/Provider Part #: 9781640437524	Grant Funded: M-Multivalued		
2		Pharmacy Calculations 6th Edition	Each	17	58.20 USD	989.40 USD
		Ship To Attn: Ashley McLaughlin	MFG/Provider Part #: 9781617318979	Grant Funded: M-Multivalued		
3		Mosby's Pharmacy Technician Exam Review	Each	17	60.80 USD	1,033.60 USD
		Ship To Attn: Ashley McLaughlin	MFG/Provider Part #: 9780323497244	Grant Funded: M-Multivalued		

**Subtotal:** 3,641.40 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 3,641.40 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.

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			
Pharmacy Technician			
029796801	17@	\$119.00	\$1,618.40 T
Discount 20.00%			(23.80)
PL - Department Discount-20%			
New			
Pharmacy Calculations			
022921361	17@	\$72.75	\$989.40 T
Discount 20.00%			(14.55)
PL - Department Discount-20%			
New			
Mosby's Pharmacy Technician Ex			
020677787	17@	\$75.99	\$1,033.43 T
Discount 20.00%			(15.20)
PL - Department Discount-20%			
Subtotal			\$4,551.58
Total Discount			(910.35)
Total Sales Tax			\$0.00
Total			\$3,641.23

ARHousecharge \$3,641.23  
Major Acct:606  
Student ID:P0018844  
Student Name: Continuing ED  
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: 51

**VOID SAVED \$910.35**

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

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[External] P0018844

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

Tue, Oct 28, 2025 at 03:35 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**

P0018844\_10282025085715.PDF

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