

Information:

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

Check Details:

Check Number: E0110936 **Check Amount:** \$ 266.90 **Check Date:** 12/9/2025

Invoice Details:

Invoice Number: 101725 **Invoice Date:** 10/28/2025 **PO Number:** NULL
Voucher Number: V0915397

Document Type: AP Invoice

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:

Nelson Cantada

Department:

Fashion Studies

Contact:

Nelson Cantada
GL Account Number (to be paid from):

(required)

01

Fund

10

Function

00065

Dept.

5401002

Object

-Bookstore Use Only-

Item Details - Description	Quantity	Unit Price	Total
Patternmaking for Fashion Design	1		
Complete Guide to Sewing	1		
Please see the attached receipt for details.			Subtotal: 0
			Tax:
			TOTAL: 0

Notes

Date of Order:

10/17/25

Order Number:

101725
Student ID on the receipt

Date completed:

10/17/25

Completed by Name:

CHRIS

Requester Notified: ☐

Shipping Method:

To be Delivered: ☐

Pick Up In-Person: ☒

Picked-Up Date:

Picked Up By (Name):

Nelson Cantada

Signature:

Nelson Cantada

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			
Complete Guide to Sewing			
025783498	1@	\$35.00	\$28.00 N
Discount 20.00%			(7.00)
PL - Department Discount-20%			

New			
Patternmaking for Fashion Desi			
011751330	1@	\$231.25	\$185.00 N
Discount 20.00%			(46.25)
PL - Department Discount-20%			

Subtotal	\$266.25
Total Discount	(53.25)

Total Sales Tax	\$0.00
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Total	\$213.00
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ARHousecharge	\$213.00
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Major Acct:606
Student ID:101725
Student Name: Fashion
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 \$53.25

Total Tender	\$213.00
Change Due	\$0.00

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

[External] Dpt purchase- 101725

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

Tue, Oct 28, 2025 at 03:28 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

3 attachments

101725_10282025090556.PDF

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Outlook-khk5u20z.png

Information:

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

Check Details:

Check Number: E0110936 **Check Amount:** \$ 266.90 **Check Date:** 12/9/2025

Invoice Details:

Invoice Number: 102425 **Invoice Date:** 10/24/2025 **PO Number:** NULL
Voucher Number: V0915390

Document Type: AP Invoice

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: 10/24/25
 Name: Nelson Antada
 Department: Fashion Studies
 Contact: Nelson Antada

GL Account Number (to be paid from):

(required) 01 10 00065 5401002
 Fund Function Dept. Object

-Bookstore Use Only-

Item Details - Description	Quantity	Unit Price	Total
<u>Mastercard Gift Card</u>	<u>2</u>	<u>\$20</u>	<u>\$40</u>

Please see the attached receipt for details.

Subtotal: 0

Tax:

TOTAL: 0

Notes

Date of Order: _____

Order Number: 10/24/25
Student ID on the receipt

Date completed: _____

Completed by Name: Chris

Requester Notified: ☐

Shipping Method: ☐ To be Delivered: ☐

Pick Up In-Person: ☐

Picked-Up Date: _____

Picked Up By (Name): _____

Signature: _____

Follett's COD Bookstore
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0784mgr@fhcg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
MCRDMIN00020.00MAX00500.00			
027535077	1@	\$20.00	\$20.00 N

Issue

Gift Card Number: 3564

\$6.95 ACTIVATION FEE			
015443789	1@	\$6.95	\$6.95 N

MCRDMIN00020.00MAX00500.00			
027535077	1@	\$20.00	\$20.00 N

Issue

Gift Card Number: 8416

\$6.95 ACTIVATION FEE			
015443789	1@	\$6.95	\$6.95 N

Subtotal			\$53.90
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Total Sales Tax			\$0.00
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Total			\$53.90
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ARHousecharge			\$53.90
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Major Acct:606

Student ID:102425

Student Name: fashion

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: 4

Total Tender	\$53.90
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Change Due	\$0.00
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"Shaba Patel (0784)" <s.patel@follett.com>

[External] Dpt Purchase- 102425

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

Tue, Oct 28, 2025 at 03:28 PM UTC

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Store Manager

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Website follett.com | cod.bkstr.com

Email s.patel@follett.com

3 attachments

102425_10282025090503.PDF

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