

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO355903  
Invoice Date: 02/01/18  
PO Number: P0355903  
Check Number: 0234868  
Check Amount: \$ 5,797.27  
Check Date: 04/11/2018  
Department ID: 00421  
Reviewer Name: Cathie Walker  
Voucher Number: V0495554  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

February 1, 2018

To whom it may concern

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

**Follett's College of DuPage Bookstore Book bill PO # 355903**

**TOTAL DUE: \$75.58**

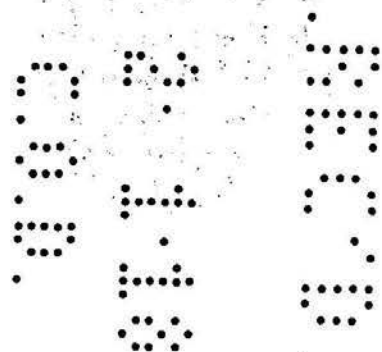
Please make your check payable to:

Follett Higher Education Group  
College of DuPage Bookstore  
Store # 784 MA # 405  
3146 Solution Center  
Chicago, IL 60677-3001

Thanks,

**Brian Goering**  
**Follett's College of DuPage**  
**Bookstore # 784**  
**Store Director**  
Phone : (630) 942 4347  
Fax : (630) 858 2982  
[0784mgr@follett.com](mailto:0784mgr@follett.com)

REMITTANCE COPY



**APPROVED**

**03/27/18 - SANDRA MARTINS**

425 Fawcett Boulevard • Glen Ellyn, Illinois 60131  
ph. (630) 942-2361 • fax (630) 858-2982 • e-mail [0784mgr@fheg.follett.com](mailto:0784mgr@fheg.follett.com)

**FOLLETT'S COLLEGE OF DUPAGE BOOKSTORE****COLLEGE OF DUPAGE**

## SRC BUILDING

**425 FAWELL BOULEVARD**

**GLEN ELLYN, IL 60137-6784**

**PHONE**

**630/942-2361**

**FAX**

**630/942-4349**

## STORE

NO. 0784

Customer's Order No.						Date	
						01/16/18	
Sold to							
LIBERAL ARTS							
Address							
APPROVED							
City							
03/23/18 - SANDRA MARTINS							
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out	
Quantity	Description	Price	Amount				
1	SKU- 012315522 (N)	53	99				
	Sogang KOREAN						
1	012315524 (N)	29	99				
	KOREAN WRKBK						
	DEPT DISC 1090						
		Tax					
<b>Thank You</b> In case of claims or returned goods please present this bill.						<b>Total</b>	83.97

**No.784**

Received by

Alexander M. Butler



**Bills:**  
**College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**Vendor:**

1084530  
Follett's College of DuPage  
Bookstore  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
Attn: Celeste Brown

Phone: 630-942-2353  
Fax: 630-858-2982

**PURCHASE ORDER**

355903

**Page:** 1

**Release Method:** Hard Copy

**Release Date:** 01/23/2018

**Created Date:** 01/23/2018

**Ship To:**

College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

**Deliver To:** BIC 2E06N-Cathie Walker

**PO Created By:** Towne, Jordan

**Purchase Order Comments:**

**Requisition Number(s):** 664146

**Requisitioner Name(s):** Mary Cathie Walker

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	01231552 Sogang Korean	\$48.59	\$48.59
Deliver To: BIC 2E06N-Cathie Walker						
2		1	Each	012315524 Korean Workbook	\$26.99	\$26.99
Deliver To: BIC 2E06N-Cathie Walker						
Sub Total: \$						75.58
Total: \$						75.58

**Account Code Summary**

Account Code	Account Description	Amount
01-20-00421-5401002		\$75.58

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). 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 on a weekly basis. 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 separate cover which outlines the set-up instructions, your log-in, and 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 to the Contractor, 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 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, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.



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Subtotal	\$83.98
Total Discount	(8.40)

Total Sales Tax	\$0.00
Total	\$75.58

ARHousecharge	\$75.58
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Major Acct:405  
Student ID:355903  
Student Name: Liberal Arts  
Major Account Name:COD Department Purchase

Signature: \_\_\_\_\_

Items Purchased: 2

**YOU SAVED \$8.40**

Total Tender	\$75.58
Change Due	\$0.00



Associate: Shaba

=====

Thank You For Shopping At  
FOLLETT STORE 00784

=====

**Bill To:**

**College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

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. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

**PURCHASE ORDER**

355903

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 01/23/2018

**Created Date:** 01/23/2018

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO356250  
Invoice Date: 02/12/18  
PO Number: P0356250  
Check Number: 0234868  
Check Amount: \$ 5,797.27  
Check Date: 04/11/2018  
Department ID: 63001  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0496436  
Redaction Type: None  
Document Type: AP Invoice

Document Below





COLLEGE OF DUPAGE BOOKSTORE #784

February 12<sup>th</sup>, 2018

**APPROVED**

To whom it may concern,

**03/27/18 - DANIEL DEASY**

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

Follett's College of DuPage Bookstore Bill for P.O. 356250

**INVOICE REVIEWED**

**TOTAL DUE: \$40.50**

Please make your check payable to:

**OKAY TO PAY**

Follett Higher Education Group  
College of DuPage Bookstore  
Store # 784 MA # 405  
3146 Solution Center  
Chicago, IL 60631-3000

**YVONNE BEDFORD 03/21/18**

Thanks,

**Brian Goering**  
Follett's College of DuPage  
Bookstore # 784  
Store Director  
Phone : (630) 942 4347  
Fax : (630) 858 2982  
[0784mgr@follett.com](mailto:0784mgr@follett.com)

**REMITTANCE COPY**

425 Fawell Boulevard • Glen Ellyn, Illinois 60137  
ph. (630) 942-2361 • fax (630) 858-2982 • e-mail [0784mgr@fhcg.follett.com](mailto:0784mgr@fhcg.follett.com)

**COLLEGE OF DUPAGE  
SRC BUILDING  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6784**

**STORE  
NO. 0784**

Received by

Yvonne Bedford

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
FOLDER/LAM 2PKT 1C/GREEN/			
014026241	30@	\$1.69	\$40.50 T
Discount 20.00%			(0.34)
PL - Department Discount-20%			

Subtotal	\$50.70
Total Discount	(10.20)

Total Sales Tax	\$0.00
-----------------	--------

Total	\$40.50
-------	---------

ARHousecharge \$40.50  
Major Acct:405  
Student ID:356250  
Student Name: Cont Edu  
Major Account Name:COD Department Purchase

Signature:\_\_\_\_\_

Items Purchased: 30.

**YOU SAVED \$10.20**

Total Tender	\$40.50
--------------	---------

Change Due	\$0.00
------------	--------



Associate: Kristy

Thank You For Shopping At  
FOLLETT STORE 00784

Please Save Receipt for Return

3644 00784 818 818 02/12/18 02:35 PM

SALE

\*\*\*\*\*Return Policy\*\*\*\*\*

Valid ID and receipt required for all returns, exchanges and refunds. Non-textbook items may be returned within 30 days of purchase. Textbook returns may be accepted if within the posted current term deadline. All gift card sales are final. Other restrictions may apply, see store for complete details.

\*\*\*\*\*  
\* We want your feedback! \*  
\* Go to: \*  
\* www.grademystore.com \*  
\* Get \$5 off on minimum \$40 purchase \*  
\* \*  
\* Validation Code:\_\_\_\_\_ \*  
\* Offer expires 30 days from \*  
\* purchase date. Exceptions apply, \*  
\* see stores for complete details \*  
\*\*\*\*\*

\*\*\*\*\*Store Message\*\*\*\*\*  
Last Day for Full Refund is Feb 5th, 2018 for 16 wk Classes. Feb 22nd, 2018 for 12 wk Classes.



**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

**Vendor:**

1084530  
Follett's College of DuPage  
Bookstore  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
Attn: Celeste Brown

Phone: 630-942-2353

Fax: 630-858-2982

**PURCHASE ORDER**

356250

Page: 1

Release Method: Hard Copy

Release Date: 02/08/2018

Created Date: 02/08/2018

**Ship To:**

College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Debra Hasse, SRC-1111

PO Created By: Cernick, Beth

**Purchase Order Comments:**

Requisition Number(s): 664591

Requisitioner Name(s): Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		30	Each	C.O.D. Green 2-Pocket Folders	\$1.69	\$50.70
Deliver To: Debra Hasse, SRC-1111						

Sub Total: \$ 50.70

Total: \$ 50.70

**Account Code Summary**

Account Code	Account Description	Amount
05-63-63001-5401002		\$50.70

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). 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 on a weekly basis. 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 separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least one week 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 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 to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to an individual 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 099-03391.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with all 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 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, 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. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

INVOICE REVIEW  
OKAY TO PAY  
ANNA GAY 02/1

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO356060  
Invoice Date: 02/12/18  
PO Number: P0356060  
Check Number: 0234868  
Check Amount: \$ 15.30  
Check Date: 04/11/2018  
Department ID: 00421  
Reviewer Name: Cathie Walker  
Voucher Number: V0496443  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

February 12<sup>th</sup>, 2018

To whom it may concern,

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

Follett's College of DuPage Bookstore Bill P.O. 356060

**TOTAL DUE: \$15.30**

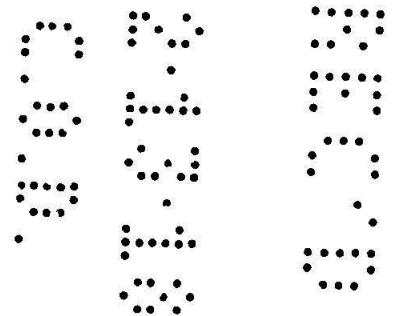
Please make your check payable to:

Follett Higher Education Group  
College of DuPage Bookstore  
Store # 784 MA # 405  
3146 Solution Center  
Chicago, IL 60677-3001

Thanks,

**Brian Goering**  
**Follett's College of DuPage**  
**Bookstore # 784**  
**Store Director**  
Phone : (630) 942 4347  
Fax : (630) 858 2982  
**0784mgr@follett.com**

**REMITTANCE COPY**







Follett's COD Bookstore  
425 Fawell Blvd - SRC Building  
Glen Ellyn  
IL, 60137  
(630) 942-2360  
0784mgr@fhieg.follett.com  
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Mindset			
011340035	1@	\$17.00	\$15.30 N
Discount 10.00%			(1.70)
PJ - Department Discount-10%			
Subtotal			\$17.00
Total Discount			(1.70)
Total Sales Tax			\$0.00
Total			\$15.30
ARHousecharge			\$15.30
Major Acct:405			
Student ID:356060			
Student Name: Liberal Arts			
Major Account Name:COD Department Purchase			
Signature:_____			

Items Purchased: 1

**YOU SAVED \$1.70**

Total Tender	\$15.30
Change Due	\$0.00



Associate: Vincent

Thank You For Shopping At  
FOLLETT STORE 00784

Please Save Receipt for Return

3144 00784-803 --803---02/06/18 10:18 AM

SALE

\*\*\*\*\*Return Policy\*\*\*\*\*

Valid ID and receipt required for all returns, exchanges and refunds. Non-textbook items may be returned within 30 days of purchase. Textbook returns may be accepted if within the posted current term deadline. All gift card sales are final. Other restrictions may apply, see store for complete details.

\*\*\*\*\*  
\* We want your feedback! \*  
\* Go to: \*  
\* www.grademystore.com \*  
\* Get \$5 off on minimum \$40 purchase \*  
\* \*  
\* Validation Code:\_\_\_\_\_ \*  
\* Offer expires 30 days from \*  
\* purchase date. Exceptions apply, \*  
\* see stores for complete details \*  
\*\*\*\*\*

\*\*\*\*\*Store Message\*\*\*\*\*  
Last Day for Full Refund is Feb 5th, 2018  
for 16 wk Classes. Feb 22nd, 2018 for 12 wk  
Classes.

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**Vendor:**

1084530  
Follett's College of DuPage  
Bookstore  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
Attn: Celeste Brown

Phone: 630-942-2353  
Fax: 630-858-2982

**PURCHASE ORDER**

356060

Page: 1

Release Method: Hard Copy

Release Date: 01/30/2018

Created Date: 01/30/2018

**Ship To:**

College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: BIC 2E06N-Cathie Walker

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 664369

Requisitioner Name(s): Mary Cathie Walker

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	011340035 Mindset	\$15.30	\$15.30
Deliver To: BIC 2E06N-Cathie Walker						
Sub Total: \$						15.30
Total: \$						15.30

Account Code Summary		
Account Code	Account Description	Amount
01-20-00421-5401001		\$15.30

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). 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 on a weekly basis. 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 separate cover which outlines the set-up instructions, your log-in, and 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.
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9. All shipments are accepted subject to inspection and approval by 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, 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. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO356701  
Invoice Date: 03/12/18  
PO Number: P0356701  
Check Number: 0234868  
Check Amount: \$ 5,797.27  
Check Date: 04/11/2018  
Department ID: 05177  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0500327  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

March 12<sup>th</sup>, 2018

To whom it may concern,

**APPROVED**  
**03/14/18 DANIEL DEASY**  
Follett Higher Education Group is converting Accounts Receivable payments process. You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore. Please include a copy of this letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

Follett's College of DuPage Bookstore Bill for P.O. #356701

**TOTAL DUE: \$2,160.00**

Please make your check payable to:

**INVOICE REVIEWED**

**OKAY TO PAY**

**YVONNE BEDFORD 03/14/18**

**Brian Goering**  
**Follett's College of DuPage**  
**Bookstore # 784**  
**Store Director**  
**Phone : (630) 942 4347**  
**Fax : (630) 858 2982**  
**0784mgr@follett.com**

**REMITTANCE COPY**

425 Fawell Boulevard • Glen Ellyn, Illinois 60137  
ph. (630) 942-2361 • fax (630) 858-2982 • e-mail 0784mgr@fhcg.follett.com

**COLLEGE OF DUPAGE  
SRC BUILDING  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6784**

**STORE  
NO. 0784**

Received by

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			
A+ Guide to IT Technical Suppo			
017234323	12@	\$200.00	\$2,160.00 T
Discount 10.00%			(20.00)
PJ - Department Discount-10%			
Subtotal			\$2,400.00
Total Discount			(240.00)
Total Sales Tax			\$0.00
Total			\$2,160.00

ARHousecharge \$2,160.00  
Major Acct:405  
Student ID:356701  
Student Name: Cont Edu  
Major Account Name:COD Department Purchase

Signature: \_\_\_\_\_

Items Purchased: 12

**YOU SAVED \$240.00**

Total Tender \$2,160.00  
Change Due \$0.00



Associate: Shaba

Thank You For Shopping At  
FOLLETT-STORE--0784--

Please Save Receipt for Return  
5963 0784 803 803 03/09/18 01:39 PM

SALE

\*\*\*\*\*Return Policy\*\*\*\*\*

Valid ID and receipt required for all returns, exchanges and refunds. Non-textbook items may be returned within 30 days of purchase. Textbook returns may be accepted if within the posted current term deadline. All gift card sales are final. Other restrictions may apply, see store for complete details.

\*\*\*\*\*  
\* We want your feedback! \*  
\* Go to: \*  
\* www.follettexperience.com \*  
\* \*  
\* Get \$5 off on minimum \$40 purchase \*  
\* \*  
\* Validation Code: \_\_\_\_\_ \*  
\* Offer expires 30 days from \*  
\* purchase date. Exceptions apply, \*  
\* see stores for complete details \*  
\*\*\*\*\*

\*\*\*\*\*Store Message\*\*\*\*\*  
Last Day for Full Refund is Feb 5th, 2018  
for 16 wk Classes. Feb 22nd, 2018 for 12 w  
k Classes.

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

**Vendor:**

1084530  
Follett's College of DuPage  
Bookstore  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
Attn: Celeste Brown

Phone: 630-942-2353

Fax: 630-858-2982

**PURCHASE ORDER**

356701

Page: 1

Release Method: Hard Copy

Release Date: 03/07/2018

Created Date: 03/07/2018

**Ship To:**

College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Ashley McLaughlin

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 665093

Requisitioner Name(s): Ashley McLaughlin

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9781337359177	12	Each	A+ Guide to IT Technical Support (Hardware & Software) (w/ Access) Edition: N/A	\$180.00	\$2,160.00
Deliver To: Ashley McLaughlin						
2	9781337113175	12	Each	A+ Guide for IT Technical Support (access code) Edition: 9th	\$180.00	\$2,160.00
Deliver To: Ashley McLaughlin						
					Sub Total: \$	4,320.00
					Total: \$	4,320.00

**Account Code Summary**

Account Code	Account Description	Amount
06-10-05177-5401002		\$4,320.00

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). 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 on a weekly basis. 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 separate cover which outlines the set-up instructions, your log-in, and 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 to the Contractor, 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 College of DuPage.

Powered By: eSchoolMail

Print Date: 03/07/2018 3:15:18 PM

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

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, 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. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

**PURCHASE ORDER**

356701

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 03/07/2018

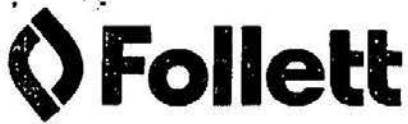
**Created Date:** 03/07/2018



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: 031318  
Invoice Date: 03/13/18  
PO Number: P0356937  
Check Number: 0234868  
Check Amount: \$ 5,797.27  
Check Date: 04/11/2018  
Department ID: 15065  
Reviewer Name: Heather Lesch  
Voucher Number: V0500907  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

March 13<sup>th</sup>, 2018

To whom it may concern,

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the Central Post Office where the payments will be deposited in lieu of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

**APPROVED**  
**03/26/18 - DIANE SZAKONYI**

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

Follett's College of DuPage Bookstore Bill for P.O. 355697

**TOTAL DUE: \$371.44**

Please make your check payable to:

Follett Higher Education Group  
College of DuPage Bookstore  
Store # 784 MA # 405  
3146 Solution Center  
Chicago, IL 60677-3001

Thanks,

**Brian Goering**  
**Follett's College of DuPage**  
**Bookstore # 784**  
**Store Director**  
Phone : (630) 942 4347  
Fax : (630) 858 2982  
**0784mgr@follett.com**

**REMITTANCE COPY**

425 Fawell Boulevard • Glen Ellyn, Illinois 60137  
ph. (630) 942-2361 • fax (630) 858-2982 • e-mail 0784mgr@fhcg.follett.com

**COLLEGE OF DUPAGE  
SRC BUILDING  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6784**

STORE  
NO. 0784

[illegible]

**No.784**

Received by

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 JAVA Prog Comprehens			
017989521	1@	\$191.00	\$171.90 N
Discount 10.00%			(19.10)

New			
Simple Strategies That Work]			
014705180	1@	\$19.95	\$17.95 N
Discount 10.00%			(2.00)

New			
NurseThink Notes			
015552530	1@	\$47.99	\$43.19 N
Discount 10.00%			(4.80)

New			
Raising the Entire Autism Spec			
014062254	1@	\$14.95	\$13.45 N
Discount 10.00%			(1.50)

New			
Pharmacology Success (w/Bind-I			
014874879	1@	\$37.95	\$34.15 N
Discount 10.00%			(3.80)

New			
Med-Surg Success (w/Bind-In Ac			
017150306	1@	\$49.95	\$44.95 N
Discount 10.00%			(5.00)

New			
Fund Success (w/Access Code)			
015774440	1@	\$50.95	\$45.85 N
Discount 10.00%			(5.10)

Subtotal	\$412.74
Total Discount	(41.30)

Total Sales Tax	\$0.00
-----------------	--------

Total	\$371.44
-------	----------

ARHousecharge	\$371.44
---------------	----------

Major Acct:405  
Student ID:355697  
Student Name: Learning Commons  
Major Account Name:COD Department Purchase

Signature:\_\_\_\_\_

Items Purchased: 7

**YOU SAVED \$41.30**

Total Tender	\$371.44
--------------	----------

Change Due	\$0.00
* Not an Original Receipt *	

Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

0311 0784 816 816 01/18/18 02:02 PM

SALE

\* Not an original receipt \*

\*\*\*\*\*Return Policy\*\*\*\*\*

Valid ID and receipt required for all returns, exchanges and refunds. Non-textbook items may be returned within 30 days of purchase. Textbook returns may be accepted if within the posted current term deadline. All gift card sales are final. Other restrictions may apply, see store for complete details.

\*\*\*\*\*  
\* We want your feedback! \*  
\* Go to: \*  
\* www.follettexperience.com \*  
\* \*  
\* Get \$5 off on minimum \$40 purchase \*  
\* \*  
\* Validation Code: \*  
\* Offer expires 30 days from \*  
\* purchase date. Exceptions apply, \*  
\* see stores for complete details \*  
\*\*\*\*\*

\*\*\*\*\*Store Message\*\*\*\*\*  
Last Day for Full Refund is Feb 5th, 2018 for 16 wk Classes. Feb 22nd, 2018 for 12 wk Classes.

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

**Vendor:**

1084530  
Follett's College of DuPage  
Bookstore  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
Attn: Celeste Brown

Phone: 630-942-2353

Fax: 630-858-2982

**PURCHASE ORDER**

355697

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 01/08/2018

**Ship To:**

College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: c yearman src 2102

PO Created By: Cernick, Beth

**Purchase Order Comments:**

Requisition Number(s): 663953

Requisitioner Name(s): Cynthia Yearman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Follett's Med-Surg Success	\$44.96	\$44.96
	Deliver To: c yearman src 2102					
2		1	Each	Follett's Mother-Baby Success	\$40.46	\$40.46
	Deliver To: c yearman src 2102					
3		1	Each	Follett's Fundamentals Success	\$45.86	\$45.86
	Deliver To: c yearman src 2102					
4		1	Each	Follett's Pharmacology Success	\$40.46	\$40.46
	Deliver To: c yearman src 2102					
5		1	Each	Follett's Nurse Think Notes	\$43.19	\$43.19
	Deliver To: c yearman src 2102					
6		1	Each	Follett's Simple Strategies that Work! Helpful Hints for all Educators of Students with Asperger's	\$17.96	\$17.96
	Deliver To: c yearman src 2102					
7		1	Each	Follett's Aurism, Behind the Locked Door	\$14.39	\$14.39
	Deliver To: c yearman src 2102					
8		1	Each	Follett's Autism Every Day	\$13.46	\$13.46
	Deliver To: c yearman src 2102					



Bill To: 42

**College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**PURCHASE ORDER**

355697

Page: 2

Release Method: n/a

Release Date: n/a

Created Date: 01/08/2018

9	1 Each	Follett's Introduction to Java: Programming & Data Structures 11th ed.,	\$171.90	\$171.90
Deliver To: c yearman src 2102				

Sub Total: \$ 432.64

Total: \$ 432.64

**Account Code Summary**

Account Code	Account Description	Amount
01-30-15290-5401002		\$432.64

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). 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 on a weekly basis. 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 separate cover which outlines the set-up instructions, your log-in, and 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 to the Contractor, 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 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, 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. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO356603  
Invoice Date: 03/13/18  
PO Number: P0356603  
Check Number: 0234868  
Check Amount: \$ 5,797.27  
Check Date: 04/11/2018  
Department ID: 63001  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0500909  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

March 13<sup>th</sup> 2018

**APPROVED**

To whom it may concern,

**03/16/18 - DANIEL DEASY**

Follett Higher Education Group is converting Accounts Receivable payments process. You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore. Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

**INVOICE REVIEWED**

The attached invoices for this term are now due within 30 days from this notice.

**OKAY TO PAY**

Follett's College of DuPage Bookstore Bill for P.O. 356603

**YVONNE BEDFORD 03/16/18**

TOTAL DUE: \$33.65

Please make your check payable to:

Follett Higher Education Group  
College of DuPage Bookstore  
Store # 784 - MA # 405  
3146 Solution Center  
Chicago, IL 60677-3001

Thanks,

Brian Goering  
Follett's College of DuPage  
Bookstore # 784  
Store Director  
Phone : (630) 942 4347  
Fax : (630) 858 2982  
[0784mgr@follett.com](mailto:0784mgr@follett.com)

REMITTANCE COPY

03/16/18

**COLLEGE OF DUPAGE  
SRC BUILDING  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6784**

**FAX**  
**630/942-4349**

STORE  
NO. 0784

No.784

Received by

C. Chamberlain

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			
Rick Steves' Italian Phrase Bo			
015158613	1@	\$12.99	\$11.69 N
Discount 10.00%			(1.30)
PJ - Department Discount-10%			

New			
Easy Italian Reader (w/CD)			
011477831	1@	\$20.00	\$18.00 N
Discount 10.00%			(2.00)
PJ - Department Discount-10%			

ITALIAN GRAMMAR			
000855227	1@	\$4.95	\$3.96 N
Discount 20.00%			(0.99)
PL - Department Discount-20%			

Subtotal	\$37.94
Total Discount	(4.29)

Total Sales Tax	\$0.00
-----------------	--------

Total	\$33.65
-------	---------

ARHousecharge	\$33.65
---------------	---------

Major Acct:405

Student ID:356603

Student Name: Cont Edu

Major Account Name:COD Department Purchase

Signature:\_\_\_\_\_

Items Purchased: 3

**YOU SAVED \$4.29**

Total Tender	\$33.65
--------------	---------

Change Due	\$0.00
------------	--------



Associate: Martin

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

6036 0784 803 803 03/13/18 09:38 AM

SALE

\*\*\*\*\*Return Policy\*\*\*\*\*

Valid ID and receipt required for all returns, exchanges and refunds. Non-textbook items may be returned within 30 days of purchase. Textbook returns may be accepted if within the posted current term deadline. All gift card sales are final. Other restrictions may apply, see store for complete details.

\*\*\*\*\*  
\* We want your feedback! \*  
\* Go to: \*  
\* www.follettexperience.com \*  
\* \*  
\* Get \$5 off on minimum \$40 purchase \*  
\* \*  
\* Validation Code:\_\_\_\_\_ \*  
\* Offer expires 30 days from \*  
\* purchase date. Exceptions apply, \*  
\* see stores for complete details \*  
\*\*\*\*\*

\*\*\*\*\*Store Message\*\*\*\*\*  
Last Day for Full Refund is Feb 5th, 2018  
for 16 wk Classes. Feb 22nd, 2018 for 12 wk Classes.



**Bill To:-****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**Vendor:**

1084530  
Follett's College of DuPage  
Bookstore  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
Attn: Celeste Brown

Phone: 630-942-2353  
Fax: 630-858-2982

**PURCHASE ORDER**

356603

Page: 1

Release Method: Hard Copy

Release Date: 03/01/2018

Created Date: 03/01/2018

**Ship To:**

College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

**Deliver To:** Debra Hasse/SRC-1111**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 665020**Requisitioner Name(s):** Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9781612382012	1	Each	Rick Steves' Italian Phrase Book & Dictionary	\$11.69	\$11.69
<b>Deliver To:</b> Debra Hasse/SRC-1111						
2	978-1572226265	1	Each	Italian Grammar Pamphlet	\$4.46	\$4.46
<b>Deliver To:</b> Debra Hasse/SRC-1111						
3	0071603344	1	Each	Easy Italian Reader	\$18.00	\$18.00
<b>Deliver To:</b> Debra Hasse/SRC-1111						
<b>Sub Total: \$</b>						<b>34.15</b>
<b>Total: \$</b>						<b>34.15</b>

**Account Code Summary**

Account Code	Account Description	Amount
05-63-63001-5401002		\$34.15

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). 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 on a weekly basis. 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 separate cover which outlines the set-up instructions, your log-in, and 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 to the Contractor, 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 College of DuPage.

**Powered By: eSchoolMail****Print Date:** 03/01/2018 4:34:53 PM

**Bill To:****College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

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, 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. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

**PURCHASE ORDER**

356603

Page: 2

Release Method: Hard Copy

Release Date: 03/01/2018

Created Date: 03/01/2018

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO357130  
Invoice Date: 04/05/18  
PO Number: PO357130  
Check Number: 0234868  
Check Amount: \$ 5,797.27  
Check Date: 04/11/2018  
Department ID: 99667  
Reviewer Name: None  
Voucher Number: V0508014  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

April 5th, 2018

To whom it may concern,

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central lock box where the payments will be deposited in lieu of the bookstore.** Please include a copy of billing letter with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for your partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoices for this term are now due within 30 days from this notice.

**Follett's College of DuPage Bookstore Bill for P.O. 357130**

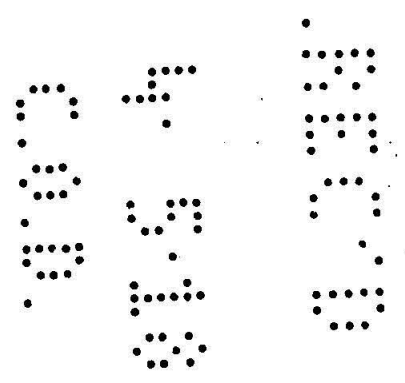
**TOTAL DUE: \$3100.80**

Please make your check payable to:

**Follett Higher Education Group  
College of DuPage Bookstore  
Store # 784 - MA # 405  
3146 Solution Center  
Chicago, IL 60677-3001**

Thanks,

**Brian Goering  
Follett's College of DuPage  
Bookstore # 784  
Store Director  
Phone : (630) 942 4353  
Fax : (630) 858 2982  
0784mgr@follett.com**



**REMITTANCE COPY**

425 Fawell Boulevard • Glen Ellyn, Illinois 60137  
ph. (630) 942-2361 • fax (630) 858-2982 • e-mail 0784mgr@fhcg.follett.com

**COLLEGE OF DUPAGE  
SRC BUILDING  
425 FAWELL BOULEVARD  
GLEN ELLYN, IL 60137-6784**

**STORE  
NO. 0784**

**No.784**

Received by



**Bill To:**  
**College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Accounts Payable, SRC2049  
Phone: 630-942-2228  
Fax: 630-858-9078

**CONFIRMATION OF ORDER**  
357130

**Page:** 1  
**Release Method:** Hard Copy  
**Release Date:** 04/04/2018  
**Need By Date:** n/a

**\* Confirming Purchase Order \***

**Vendor:**

1084530  
Follett's College of DuPage  
Bookstore  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
Attn: Celeste Brown  
  
Phone: 630-942-2353  
Fax: 630-858-2982

**Ship To:**

College of DuPage Shipping & Receiving  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
  
Purchasing, Manager  
  
Phone: 630-942-2238  
Fax: 630-942-2417

**Purchase Order Comments:**

**Requisition Numbers:** 665273

**Requisitioner Name(s):** Shannon Hernandez

Vendor Item	QTY	UOM	Description	Unit Price	Total Price
	51	Each	Silver Nursing Pins	\$60.80	\$3,100.80

Deliver To: s. hernandez, SSC 1217

*Duplicate Purchase*

SubTotal	\$3,100.80
Shipping & Handling	\$0.00
Tax	\$0.00
Total	\$3,100.80

*Order: This is a Copy!*

Account Code	Account Description	Amount
10-99-99667-2900099		\$3,100.80

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). 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 on a weekly basis. 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 separate cover which outlines the set-up instructions, your log-in, and 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 to the Contractor, 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 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, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

**Bill To:**  
**College of DuPage**

College of DuPage Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

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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. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

*Duplicate Purchase  
Order: This is a Copy!*

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
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GRAD PRODUCT/TAXABLE			
000000149	51@	\$76.00	\$3,100.80 N
Discount 20.00%			(15.20)
PL - Department Discount-20%			

Subtotal \$3,876.00

Total Discount (775.20)

Trans. Tax Exempt 0.0000%

Reason:TTXO - COLLEGE, UNIVERSITY

Total Sales Tax \$0.00

Total \$3,100.80

ARHousecharge \$3,100.80

Major Acct:405

Student ID:357130

Student Name: Nursing Dept

Major Account Name:COD Department Purchase

Signature: \_\_\_\_\_

\*\*\*\* Tax Exempt \*\*\*\*

ID#: e9997-3391-07

Organization: college of dupage

Items Purchased: 51

**YOU SAVED \$775.20**

Total Tender \$3,100.80

Change Due \$0.00