

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO357821
Invoice Date: 06/07/18
PO Number: P0357821
Check Number: 0237203
Check Amount: \$ 467.53
Check Date: 07/11/2018
Department ID: 15215
Reviewer Name: Cynthia Yearman
Voucher Number: V0517881
Redaction Type: None
Document Type: AP Invoice

Document Below

From: follettgoering@cod.edu
Sent: Tue Jun 26 12:56:52 CDT 2018
To: zerrudom@cod.edu, invoicing@cod.edu
CC:
Subject: Re: Please send invoice to Maria Zerrudo

See attached.

APPROVED

06/28/18 - DIANE SZAKONYI
From: Zerrudo, Maria
Sent: Monday, June 25, 2018 12:34:48 PM
To: Brown, Celeste; Yearman, Cynthia; Goering, Brian
Subject: RE: Please send invoice to Maria Zerrudo

Hi,

Please scan it directly to invoicing@cod.edu.

All invoices should go this email add.

Thanks

Marivic Zerrudo

Accounts Payable Team Leader

College of DuPage

425 Fawell Boulevard

Glen Ellyn, IL 60137

Phone: (630)942-2601

zerrudom@cod.edu

INVOICE REVIEWED

OKAY TO PAY

CYNTHIA YEARMAN 06/28/18

From: Brown, Celeste
Sent: Monday, June 25, 2018 12:08 PM
To: Yearman, Cynthia <yearmanc@cod.edu>; Goering, Brian <follettgoering@cod.edu>
Cc: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Re: Please send invoice to Maria Zerrudo

Hi,

Brian can you send a copy because Shaba is not coming in today or tomorrow.

Celeste Brown

Text Manager

Follett's COD Bookstore #784

630-942-4330

follettbrown@cod.edu

From: Yearman, Cynthia
Sent: Monday, June 25, 2018 11:45 AM
To: Brown, Celeste
Cc: Zerrudo, Maria
Subject: Please send invoice to Maria Zerrudo

Good morning Celeste,

I scanned and submitted my copy of Follett's Invoice No. 784, in the amount of \$40.50 after the discount was applied, to invoicing@cod.edu. My (pink) copy of the invoice is non-legible, therefore, my scanned copy is also not able to be read. Please forward a better scan of the invoice to Maria Zerrudo in Accounts Payable at zerrudom@cod.edu. Thank you.

Cindy

Cindy Yearman
Administrative Assistant, Learning Commons
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 942-2674

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

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

STORE
NO. 0784

[illegible]

No.784

Received by

Anne C. Guenther

ITEM	QTY	PRICE	TOTAL
-----	---	-----	-----
New			
Math Sense Book 2 Focus On Pr			
017844059	2@	\$22.50	\$40.50 T
Discount 10.00%			(2.25)
PJ - Department Discount-10%			

Subtotal	\$45.00
Total Discount	(4.50)

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

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

ARHousecharge	\$40.50
---------------	---------

Major Acct:9031
Student ID:357821
Student Name: Learning Commons
Major Account Name:Summer 2018-WIA

Signature: _____

Items Purchased: 2

YOU SAVED \$4.50

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

Change Due \$0.00



00784826070320180607

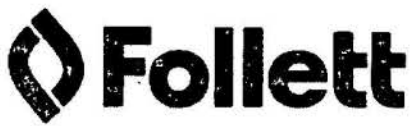
Associate: hannah

Thank You For Shopping At

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO358393
Invoice Date: 06/26/18
PO Number: P0358393
Check Number: 0237203
Check Amount: \$ 467.53
Check Date: 07/11/2018
Department ID: 00165
Reviewer Name: Laurel Jolly-Mc Carthy
Voucher Number: V0517919
Redaction Type: None
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

REC'D

June 26th, 2018

0.27.10

C.O.D.

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. #358393

TOTAL DUE: \$15.96

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
spatel@follett.com**

REMITTANCE COPY

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

358393

Page: 1

Release Method: Hard Copy

Release Date: 06/12/2018

Created Date: 06/12/2018

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: Tenzinger, Marie

PO Created By: Towne, Jordan

Purchase Order Comments:

APPROVED**07/02/18 - THOMAS SCHRADER**

Requisition Number(s): 67168 Requisition Number(s): 67168

#	Vendor	Item	QTY	UOM	Description	Unit Price	Total Price
1			1	Each	Instructional Supply for New Earth Science Hire	\$15.96	\$15.96

Deliver To: Tenzinger, Marie

INVOICE REVIEWED

Sub Total: \$ 15.96

Total: \$ 15.96

Account Code Summary

Account Code	Account Description	Amount
01-10-00165-5401002		\$15.96

OKAY TO PAY**Terms and Conditions:**

1. F.C.B. DISTINCTION: 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. Questions about payment status or other inquiries, please email 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. 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

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

payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

358393

Page: 2

Release Method: Hard Copy

Release Date: 06/12/2018

Created Date: 06/12/2018

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

STORE
NO. 0784

Customer's Order No.							358393		Date	06/01/18		20					
Sold to													MATH & Sci				
Address																	
City																MARIE - T	
Sold by		Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out										
Quantity	Description						Price	Amount									
1	SKU - 017055354 DK GREEN BAR.							19 95									
	DEPT DISC 20%							< 3 99									
							Tax										
Thank You In case of claims or returned goods please present this bill.							Total	15 96									

No.784

Received by

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

ITEM	QTY	PRICE	TOTAL
=====			
CAMPUS TOTE WDMK/GREEN/		./.	
017055354	10	\$19.95	\$15.96 N
Discount 20.00%			(3.99)
PL - Department Discount-20%			

Subtotal	\$19.95
Total Discount	(3.99)

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

Total	\$15.96
-------	---------

ARHousecharge \$15.96
Major Acct:405
Student ID:358393
Student Name: Math&Science
Major Account Name:COD Department Purchase

Signature: _____

Items Purchased: 1

YOU SAVED \$3.99

Total Tender	\$15.96
--------------	---------

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



Associate: hannah

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return

0401 0784 803 803 06/21/18 11:57 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.

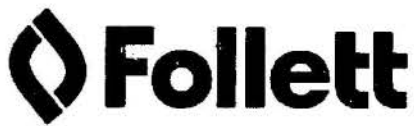
* Course materials have two days for full*
* refund from the time of purchase. *
* Course Materials should be in its *
* original condition. *

* 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 *

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO358479
Invoice Date: 06/26/18
PO Number: P0358479
Check Number: 0237203
Check Amount: \$ 467.53
Check Date: 07/11/2018
Department ID: 00145
Reviewer Name: Laurel Jolly-Mc Carthy
Voucher Number: V0517920
Redaction Type: None
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

REMITTANCE COPY

June 26th, 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. #358479

TOTAL DUE: 148.50

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
spatel@follett.com**

REMITTANCE COPY

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

358479

Page: 1**Release Method:** Hard Copy**Release Date:** 06/14/2018**Created Date:** 06/14/2018**Ship To:**

College of DuPage, Our Pick Up

COD Will Pick Up

425 Fawell Blvd.

Glen Ellyn, IL 60137

COD Will, Pick Up

Phone: (630) 942-2217

Fax:

Deliver To: Tenzinger, Marie**PO Created By:** Towne, Jordan**Purchase Order Comments:****APPROVED****07/02/18 - THOMAS SCHRADER****Requisition Number(s):** 067212 **Requisitioner Name(s):** Marie Tenzinger

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Chemi 1552 custom textbook for new hire	\$148.50	\$148.50

Deliver To: Tenzinger, Marie**Sub Total:** \$ 148.50**Total:** \$ 148.50**Account Code Summary**

Account Code	Account Description	Amount
01-10-00145-5401002		\$148.50

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated in our Purchase Order Documents.

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. Questions about payment status or other inquiries, please email 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. 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

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

payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

358479

Page: 2

Release Method: Hard Copy

Release Date: 06/14/2018

Created Date: 06/14/2018

**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@follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
Chemistry (w/Access)(CUSTOM)(C 018497713	10	\$165.00	\$148.50 N
Discount 10.00%			(16.50)
PJ - Department Discount-10%			

Subtotal \$165.00
Total Discount (16.50)

Total Sales Tax \$0.00

Total \$148.50

ARHousecharge \$148.50

Major Acct:405

Student ID:358479

Student Name: Math and Science

Major Account Name:COD Department Purchase

Signature: _____

Items Purchased: 1

YOU SAVED \$16.50

Total Tender \$148.50

Change Due \$0.00



00784803040220180621

Associate: hannah

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return.

0402 0784 803 803 06/21/18 12:00 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.

* Course materials have two days for full*
* refund from the time of purchase. *
* Course Materials should be in its *
* original condition. *

* 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 *

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO358580
Invoice Date: 06/27/18
PO Number: P0358580
Check Number: 0237203
Check Amount: \$ 467.53
Check Date: 07/11/2018
Department ID: 15065
Reviewer Name: Cynthia Yearman
Voucher Number: V0518024
Redaction Type: None
Document Type: AP Invoice

Document Below

From: yearmanc@cod.edu
Sent: Thu Jun 28 13:05:04 CDT 2018
To: invoicing@cod.edu
CC:
Subject: Please process attached

PO 358580. Thank you.

Cindy Yearman
Administrative Assistant, Learning Commons
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
(630) 942-2674

**INVOICE REVIEWED
OKAY TO PAY
CYNTHIA YEARMAN 07/02/18**

**APPROVED
07/09/18 - LISA STOCK**

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

FAX
630/942-4349

**STORE
NO. 0784**

Customer's Order No.						Date	
358580						07/11/20	
Sold to LEARNING COMPANY							
Address							
City							
Sold by	Cash	C.O.D.	Charge	On Account	House	Paid Out	
Quantity	Description					Price	Amount
1	SKU - 01712542					108	24
	WELDING PRINCIPALS						
	99/1AB						
1	SKU - 01656442					183	50
	WELDING PRINCIPALS TXT						
	DEPT DISC 10%						
						Tax	
Thank You In case of claims or returned goods please present this bill.						Total	262 57

No.784

Received by