

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO356378  
Invoice Date: 02/26/18  
PO Number: P0356378  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 61017  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0497730  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

February 26<sup>th</sup>, 2018

**APPROVED**

To whom it may concern

**07/17/18 - 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 student at the College of DuPage

**INVOICE REVIEWED**

The attached invoices for the term are now due within 10 days from this notice.

**OKAY TO PAY**

Follett's College of DuPage Bookstore Bill for P.O. #356378

**YVONNE BEDFORD 05/03/18**

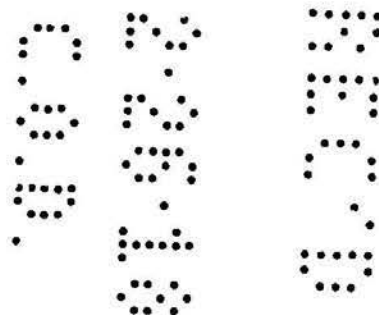
**TOTAL DUE: \$486.89**

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**

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
New			
Challenger 2 Adult Reading Se			
012726381	6@	\$22.00	\$118.80 T
Discount 10.00%			(2.20)
PJ - Department Discount-10%			

New			
Challenger 3 Adult Reading Se			
012503889	3@	\$22.00	\$59.40 T
Discount 10.00%			(2.20)
PJ - Department Discount-10%			

New			
Challenger 4 Adult Reading			
012383492	5@	\$22.00	\$99.00 T
Discount 10.00%			(2.20)
PJ - Department Discount-10%			

New			
Challenger 5 Adult Reading Se			
012383497	6@	\$22.00	\$118.80 T
Discount 10.00%			(2.20)
PJ - Department Discount-10%			

New			
Challenger 6 Adult Reading Se			
012383501	4@	\$22.00	\$79.20 T
Discount 10.00%			(2.20)
PJ - Department Discount-10%			

New			
504 Absolutely Essential Words			
014120584	1@	\$12.99	\$11.69 N
Discount 10.00%			(1.30)
PJ - Department Discount-10%			

Subtotal	\$540.99
Total Discount	(54.10)

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

Total	\$486.89
-------	----------

ARHousecharge	\$486.89
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Major Acct:405  
Student ID:356378  
Student Name: Cont Edu  
Major Account Name:COD Department Purchase

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

Items Purchased: 25

**YOU SAVED \$54.10**

Total Tender	\$486.89
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Change Due	\$0.00
------------	--------



Associate: Chris

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

5472 0784 803 803 02/26/18 10:47 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**

356378

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 02/16/2018

**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:** Julie Koncyk, SRC-1111

**PO Created By:** Towne, Jordan

**Purchase Order Comments:**

**Requisition Number(s):** 664731

**Requisitioner Name(s):** Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	978-1-56420-569-8	6	Each	Challenger Book 2 ✓	\$19.80	\$118.80
Deliver To: Julie Koncyk, SRC-1111						
2	978-1-56420-570-4	3	Each	Challenger Book 3	\$19.80	\$59.40
Deliver To: Julie Koncyk, SRC-1111						
3	978-1-56420-571-1	5	Each	Challenger Book 4	\$19.80	\$99.00
Deliver To: Julie Koncyk, SRC-1111						
4	978-1-56420-572-8	6	Each	Challenger Book 5	\$19.80	\$118.80
Deliver To: Julie Koncyk, SRC-1111						
5	978-1-56420-573-5	4	Each	Challenger Book 6	\$19.80	\$79.20
Deliver To: Julie Koncyk, SRC-1111						
6	978-0764147814	1	Each	504 Absolutely Essential Words, 6th Ed	\$11.69	\$11.69
Deliver To: Julie Koncyk, SRC-1111						
					<b>Sub Total: \$</b>	<b>486.89</b>
					<b>Total: \$</b>	<b>486.89</b>

**Account Code Summary**

Account Code	Account Description	Amount
05-61-61017-5401002		\$486.89

**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

Powered By: eSchoolMail

Print Date: 02/16/2018 11:06:07 AM

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO358757  
Invoice Date: 07/09/18  
PO Number: P0358757  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 00085  
Reviewer Name: Anabel Cruz  
Voucher Number: V0519059  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

July 9<sup>th</sup>, 2018

To whom it may concern

## INVOICE REVIEWED

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 bill no letter with your payment. If you have any questions, please feel free to contact me at your convenience.

## OKAY TO PAY

## ANABEL CRUZ 07/12/18

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. #358757**

**TOTAL DUE: \$30.60**

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](mailto:spatel@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)

# 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.		358757		Date		06/28/18		20	
Sold to									
SOCIAL BEHAV. SCI.									
Address									
Laura Weiland									
City									
<b>APPROVED</b>									
07/16/18 - MARIANNE HUNNIC									
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out			
Quantity	Description	Pric	Amou						
1	SKU - 010794397 / N		34 00						
STRENGTHS FINDER 2.0									
LW ACCESS C>									
DEPT DISC 10%									
								Tax	
Thank You In case of claims or returned goods please present this bill.								Total	30 60

No.784

Received by

Laura Weiland

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			
Strengths Finder 2.0 (w/Access			
010794397	1@	\$34.00	\$30.60 N
Discount 10.00%			(3.40)
PJ - Department Discount-10%			
Subtotal			\$34.00
Total Discount			(3.40)
Total Sales Tax			\$0.00
Total			\$30.60
ARHousecharge			\$30.60
Major Acct:505			
Student ID:358757			
Student Name: Social Behavioral Sci			
Major Account Name:COD Department Purchase			
Signature:_____			

Items Purchased: 1

**YOU SAVED \$3.40**

Total Tender	\$30.60
Change Due	\$0.00



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

8569 0784 818 818 07/09/18 01:36 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 \*  
\*\*\*\*\*

**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**

358757

Page: 1

Release Method: Hard Copy

Release Date: 06/28/2018

Created Date: 06/28/2018

**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: Weiland, Laura J.

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 667520

Requisitioner Name(s): Laura Weiland

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9781595620156	1	Each	Strength's Finder Book	\$30.60	\$30.60

Deliver To: Weiland, Laura J.

Sub Total: \$ 30.60

Total: \$ 30.60

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00085-5401002		\$30.60

**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: PO358872  
Invoice Date: 07/09/18  
PO Number: P0358872  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 00361  
Reviewer Name: Anna Gay  
Voucher Number: V0519061  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DuPAGE BOOKSTORE #784

July 9<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.

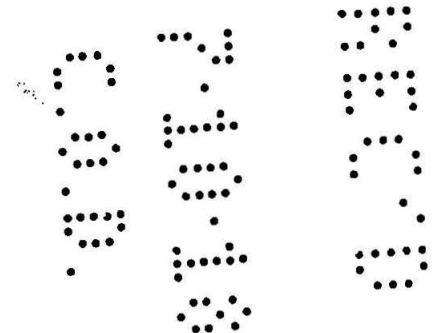
The attached invoices for this term are now due within 30 days from this notice.

**Follett's College of DuPage Bookstore Bill for P.O. #358872**

**TOTAL DUE: \$132.97**

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](mailto:spatel@follett.com)

**REMITTANCE COPY**

# 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. 358872		Date 07/02/18		20	
Sold to SPEECH					
Address					
City					
Sold by 07/16/18 - CHARLES BOON					
Quantity	Description	Price	Amount		
1	SKU - 013642525 (N) THE ART OF PUBLIC SPEAKING		147.75		
DEPT DISCOUNT <10%>					
INVOICE REVIEW					
OKAY TO PAY					
ANNA GAY 07/16/18					
				Tax	
Thank You In case of claims or returned goods please present this bill.				Total	132.97

No.784

Received by

*Anna Gay*

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			
Art of Public Speaking (w/out			
013642525	1@	\$147.75	\$132.97 N
Discount 10.00%			(14.78)
PJ - Department Discount-10%			

Subtotal	\$147.75
Total Discount	(14.78)

Total Sales Tax	\$0.00
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Total	\$132.97
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ARHousecharge	\$132.97
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Major Acct:505

Student ID:358872

Student Name: Speech

Major Account Name:COD Department Purchase

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

Items Purchased: 1

**YOU SAVED \$14.78**

Total Tender	\$132.97
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Change Due	\$0.00
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Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

8567 0784 818 818 07/09/18 01:26 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 \*  
\*\*\*\*\*

BWI 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**

358872

Page: 1

Release Method: Hard Copy

Release Date: 07/03/2018

Created Date: 07/03/2018

**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: Gay, Anna

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 667583

Requisitioner Name(s): Anna Gay

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Lucas 12th Edition 9780093523910 Art of Public Speaking	\$132.97	\$132.97
Deliver To: Gay, Anna						

Sub Total: \$ 132.97

Total: \$ 132.97

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00361-5401002		\$132.97

**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

**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

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**

358872

**Page:** 2

**Release Method:** Hard Copy

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

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

*[Handwritten signature]*



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO358550  
Invoice Date: 07/09/18  
PO Number: P0358550  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 61003  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0519105  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

July 9<sup>th</sup>, 2018

**APPROVED**

To whom it may concern

**07/17/18 - 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. #358550

**INVOICE REVIEWED**

TOTAL DUE: \$10.14

Please make your check payable to:

**OKAY TO PAY**

**YVONNE BEDFORD 07/17/18**

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](mailto:spatel@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**

**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			
Heartsaver First Aid CPR AED S			
017162484	3@	\$3.75	\$10.11 T
Discount 10.00%			(0.38)
PJ - Department Discount-10%			
Subtotal			\$11.25
Total Discount			(1.14)
Total Sales Tax			\$0.00
Total			\$10.11
ARHousecharge			\$10.11
Major Acct:505			
Student ID:358550			
Student Name: Cont Edu			
Major Account Name:COD Department Purchase			
Signature:_____			

Items Purchased: 3

**YOU SAVED \$1.14**

Total Tender	\$10.11
Change Due	\$0.00



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return  
8565 0784 818 818 07/09/18 01:18 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 \*  
\*\*\*\*\*

**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**

358550

Page: 1

Release Method: Hard Copy

Release Date: 06/19/2018

Created Date: 06/19/2018

**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: Y. Bedford/SRC-1111

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 667300

Requisitioner Name(s): Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9781616694241	3	Each	Heartsaver First Aid CPR AED Pck Pap/Bk Edition	\$3.38	\$10.14
Deliver To: Y. Bedford/SRC-1111						
Sub Total: \$						10.14
Total: \$						10.14

Account Code Summary		
Account Code	Account Description	Amount
05-61-61003-5401002		\$10.14

**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

**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**

358550

Page: 2

Release Method: Hard Copy

Release Date: 06/19/2018

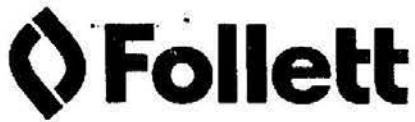
Created Date: 06/19/2018



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO358366  
Invoice Date: 07/09/18  
PO Number: P0358366  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 00425  
Reviewer Name: Laurel Jolly-Mc Carthy  
Voucher Number: V0519106  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

July 9<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 this notice with your payment. If you have any questions, please feel free to contact me at your convenience.

**APPROVED**  
**07/17/18 - KIRK OVERSTREET**

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. #358366

**TOTAL DUE: \$36.68**

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](mailto:spatel@follett.com)

REMITTANCE COPY

**INVOICE REVIEWED**

425 Fawell Boulevard, Glen Ellyn, Illinois 60137  
ph. (630) 942-2361 • fax (630) 858-2982 • e-mail 1034mgr@follett.com

**OKAY TO PAY**

**LAUREL JOLLY-MC CARTHY O**

**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			
Weather Map Handbook			
016662341	1@	\$40.75	\$36.67 N
Discount 10.00%			(4.08)
PJ - Department Discount-10%			
Subtotal			\$40.75
Total Discount			(4.08)
Total Sales Tax			\$0.00
Total			\$36.67
ARHousecharge			\$36.67
Major Acct:505			
Student ID:358366			
Student Name: Math \$ Science			
Major Account Name:COD Department Purchase			
Signature:_____			

Items Purchased: 1

**YOU SAVED \$4.08**

Total Tender	\$36.67
Change Due	\$0.00



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

8564 0784 818 818 07/09/18 01:14 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 \*  
\*\*\*\*\*

**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**

358366

Page: 1

Release Method: Hard Copy

Release Date: 06/11/2018

Created Date: 06/11/2018

**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:****Requisition Number(s):** 667065**Requisitioner Name(s):** Marie Tenzinger

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Textbook for Earth Science/Meteorology course	\$36.68	\$36.68
<b>Deliver To:</b> Tenzinger, Marie						
2		1	Each	Correction to previous invoice - error in discount	\$16.75	\$16.75
<b>Deliver To:</b> Tenzinger, Marie						
<b>Sub Total: \$</b>						<b>53.43</b>
<b>Total: \$</b>						<b>53.43</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-20-00425-5401002		\$53.43

**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.

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO358793  
Invoice Date: 07/09/18  
PO Number: P0358793  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 00145  
Reviewer Name: Laurel Jolly-Mc Carthy  
Voucher Number: V0519110  
Redaction Type: None  
Document Type: AP Invoice

Document Below





COLLEGE OF DUPAGE BOOKSTORE #784

July 9<sup>th</sup>, 2018

To whom it may concern,

**APPROVED**  
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.

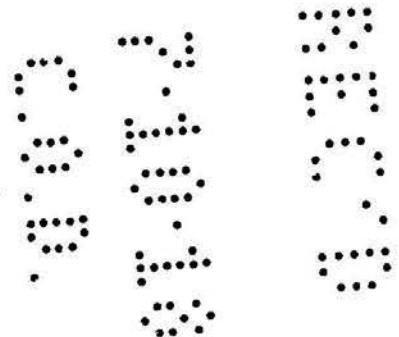
The attached invoices for this term are now due within 30 days from this notice.

**Follett's College of DuPage Bookstore Bill for P.O. #358793**

**TOTAL DUE: \$20.25**

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](mailto:spatel@follett.com)

**REMITTANCE COPY**

**INVOICE REVIEWED**

425 Fawell Boulevard • Glen Ellyn, Illinois 60137  
ph. (630) 942-2361 • fax (630) 583-2922 • email [784mgr@hieg.follett.com](mailto:784mgr@hieg.follett.com)

**OKAY TO PAY**

**LAUREL JOLLY-MC CARTHY 07/18**

**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			
POL BIOCHEMISTRY LAB MANUAL SE			
014235927	1@	\$22.50	\$20.25 N
Discount 10.00%			(2.25)
PJ - Department Discount-10%			

Subtotal	\$22.50
Total Discount	(2.25)

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

Total	\$20.25
-------	---------

ARHousecharge	\$20.25
---------------	---------

Major Acct:505

Student ID:358793

Student Name: Chemistry

Major Account Name:COD Department Purchase

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

Items Purchased: 1

**YOU SAVED \$2.25**

Total Tender	\$20.25
--------------	---------

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



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return  
=====

8566 0784 818 818 07/09/18 01:24 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 \*

\*\*\*\*\*

**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**

358793

Page: 1

Release Method: Hard Copy

Release Date: 07/02/2018

Created Date: 07/02/2018

**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:****Requisition Number(s):** 667435**Requisitioner Name(s):** Marie Tenzinger

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Lab manual for Chemistry courses	\$20.25	\$20.25
<b>Deliver To:</b> Tenzinger, Marie						
<b>Sub Total: \$</b>						<b>20.25</b>
<b>Total: \$</b>						<b>20.25</b>

<b>Account Code Summary</b>		
Account Code	Account Description	Amount
01-10-00145-5401002		\$20.25

**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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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**

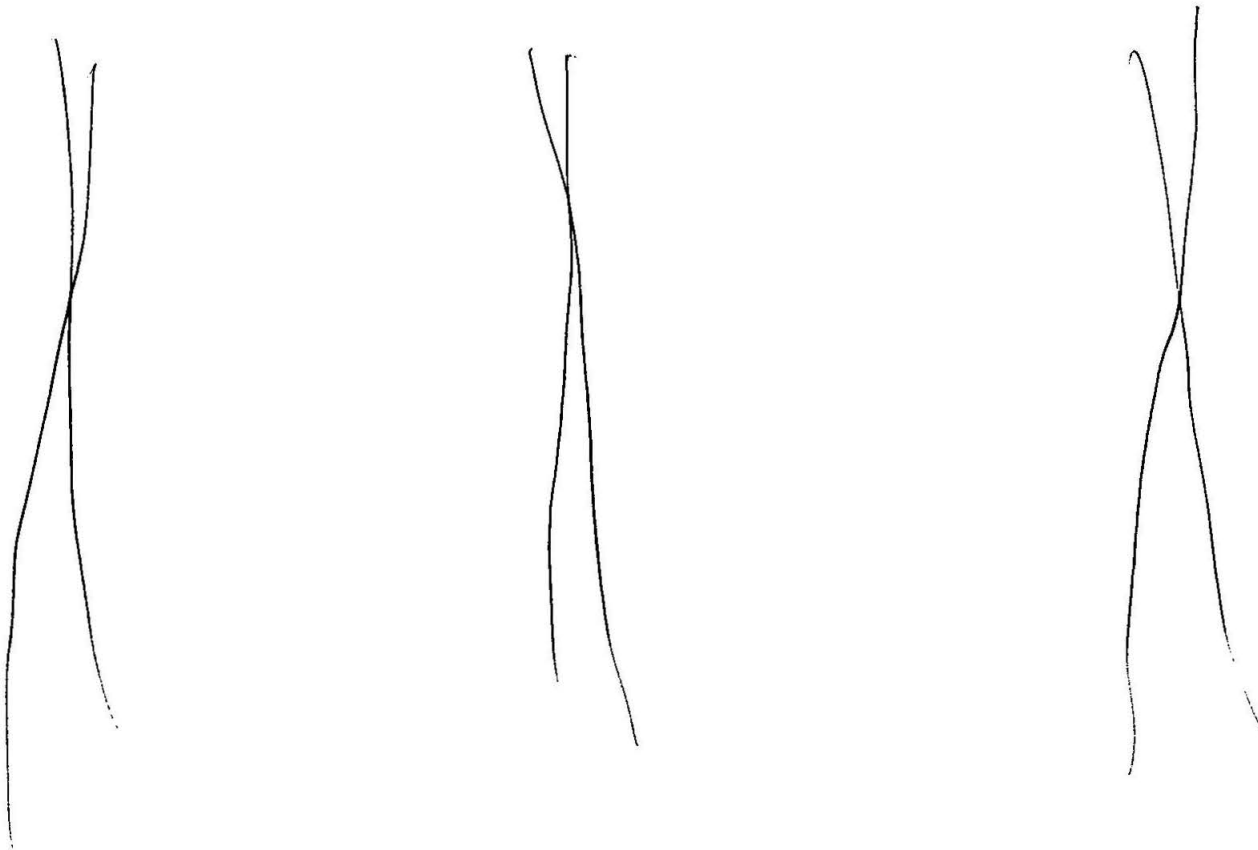
358793

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 07/02/2018

**Created Date:** 07/02/2018

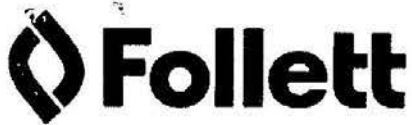


Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO358796  
Invoice Date: 07/09/18  
PO Number: P0358796  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 00425  
Reviewer Name: Laurel Jolly-Mc Carthy  
Voucher Number: V0519111  
Redaction Type: None  
Document Type: AP Invoice

Document Below





COLLEGE OF DUPAGE BOOKSTORE #784

July 9<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.

**APPROVED**

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

**07/17/18 - KIRK OVERSTREET**

The attached invoices for this term are now due within 90 days from this notice.

Follett's College of DuPage Bookstore Bill for P.O. #358796

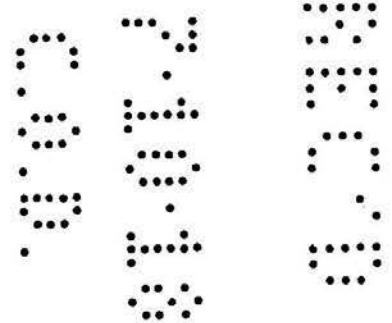
**TOTAL DUE: \$233.72**

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](mailto:spatel@follett.com)



REMITTANCE COPY

**INVOICE REVIEWED**

425 Fawell Boulevard • Glen Ellyn, Illinois 60137  
ph. (630) 942-2361 • fax (630) 858-2982 • e-mail 0781 m (The Follett Group)

**OKAY TO PAY**

**LAUREL JOLLY-MC CARTHY 07/17/18**

**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@fheg.follett.com  
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Weather Analysis & Forecasting			
014024431	1@	\$49.95	\$44.95 N
Discount 10.00%			(5.00)
PJ - Department Discount-10%			

Subtotal	\$49.95
Total Discount	(5.00)

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

Total	\$44.95
-------	---------

ARHousecharge	\$44.95
---------------	---------

Major Acct:505

Student ID:358796

Student Name: Math & Science

Major Account Name:COD Department Purchase

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

Items Purchased: 1

**YOU SAVED \$5.00**

Total Tender	\$44.95
--------------	---------

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



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

8562 0784 818 818 07/09/18 01:09 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 \*  
\*\*\*\*\*

# 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

[illegible]

**No.784**

Received by

Follett's COD Bookstore  
425 Fawell Blvd - SRC Building  
Glen Ellyn  
IL, 60137  
(630) 942-2360  
0764mgr@fheg.follett.com  
www.efollett.com

```
=====
ITEM          QTY  PRICE  TOTAL
-----
New
Understanding Weather & Climat
015641331    1@  $209.75  $188.77 N
Discount 10.00%                (20.98)
PJ - Department Discount-10%
```

```
Subtotal                $209.75
Total Discount          (20.98)

Total Sales Tax                $0.00

Total                    $188.77

ARHousecharge                $188.77
Major Acct:505
Student ID:358796
Student Name: Math & Science
Major Account Name:COD Department Purchase
```

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

Items Purchased: 1

**YOU SAVED \$20.98**

```
Total Tender                $188.77
Change Due                  $0.00
```



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return  
=====

8563 0784 818 818 07/09/18 01:11 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         *
*****
```

**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**

358796

Page: 1

Release Method: Hard Copy

Release Date: 07/02/2018

Created Date: 07/02/2018

**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:**

Requisition Number(s): 667434

Requisitioner Name(s): Marie Tenzinger

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Textbook for Earth Science/Meteorology course	\$188.77	\$188.77
Deliver To: Tenzinger, Marie						
2		1	Each	Textbook for Earth Science/Meteorology course	\$44.95	\$44.95
Deliver To: Tenzinger, Marie						
Sub Total: \$						233.72
Total: \$						233.72

**Account Code Summary**

Account Code	Account Description	Amount
01-20-00425-5401002		\$233.72

**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.

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO358125/060618  
Invoice Date: 06/06/18  
PO Number: P0358125  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 15065  
Reviewer Name: Cynthia Yearman  
Voucher Number: V0519206  
Redaction Type: None  
Document Type: AP Invoice

Document Below

**INVOICE REVIEWED  
OKAY TO PAY  
CYNTHIA YEARMAN 07/12/1**

**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	
358125						06/06/18 20	
Sold to							
LEARNING COMMONS							
Address							
City							
C Yearmann							
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out	
Quantity	Description					Price	Amount
1	SKU - 017084332						215.00
	MICROECONOMICS w/ECONOMY						
	DEPT DISC 10%						
						Tax	
<b>Thank You</b> In case of claims or returned goods please present this bill.						<b>Total</b>	19.50

**No.784**

Received by



Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO358966  
Invoice Date: 07/11/18  
PO Number: P0358966  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 00441  
Reviewer Name: Katrina Holman  
Voucher Number: V0519228  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DuPAGE BOOKSTORE #784

July 11<sup>th</sup>, 2018

To whom it may concern

**APPROVED**

**07/17/18 - LISA STOCK**

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. 358966**

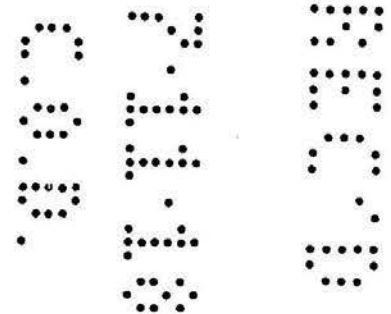
**TOTAL DUE: \$99.75**

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](mailto:spatel@follett.com)



**REMITTANCE COPY**

**INVOICE REVIEWED**

**OKAY TO PAY**

425 Fawell Boulevard • Glen Ellyn, Illinois 60137

ph. (630) 942-2951 • fax (630) 858-2982 • e-mail [784reg@follett.com](mailto:784reg@follett.com)

**KATRINA HOLMAN 07/12**

**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**

358966

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 07/09/2018

**Created Date:** 07/09/2018

**INVOICE REVIEWED  
OKAY TO PAY**



**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

**INVOICE REVIEWED****OKAY TO PAY****KATRINA HOLMAN 07/12/18****PURCHASE ORDER**

358966

Page: 1

Release Method: Hard Copy

Release Date: 07/09/2018

Created Date: 07/09/2018

**Ship To:**

College of DuPage Shipping &amp; Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

**Deliver To:** Katrina Holman - BIC 3400**PO Created By:** Towne, Jordan**Purchase Order Comments:**

Please call Katrina Holman (x3249) and I can come pick up the bags from the bookstore. Thanks!

**Requisition Number(s):** 667723**Requisitioner Name(s):** Katrina Swon

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	075942 TT067F/SP4026	25	Each	Spirit Products - College of DuPage Chaparrals Tote Bag	\$7.99	\$199.75

**Deliver To:** Katrina Holman - BIC 3400**Sub Total: \$** 199.75**Total: \$** 199.75**Account Code Summary**

Account Code	Account Description	Amount
01-20-00441-5501001		\$199.75

**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

# 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. <b>358966</b>				Date <b>07/09/18</b>			
Sold to <b>ACADEMIC AFFAIRS</b>							
Address							
City <b>KATRINA HOLMAN</b>							
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out	
Quantity	Description					Price	Amount
<b>25</b>	<b>SKU - 018543929</b>					<b>7.99</b>	<b>99 75</b>
	<b>CD TOTE BAGS</b>					<b>4.99</b>	
<b>DEPT DISC 20%</b>							
<b>APPROVED</b>							
<b>07/17/18 - LISA STOCK</b>							
<b>INVOICE REVIEWED</b>							
<b>OKAY TO PAY</b>							
<b>KATRINA HOLMAN 07/12/18</b>							
Thank You In case of claims or returned goods please present this bill.						Tax	
Total						<b>99.75</b>	

No.784

Received by

*Katrina Holman*



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
TOTE/SPECTRUM 17x1/FORST/1SIZ/			
018543929	25@	\$4.99	\$99.75 T
Discount 20.00%			(1.00)
PL - Department Discount-20%			

Subtotal \$124.75  
Total Discount (25.00)

Total Sales Tax \$0.00

Total \$99.75

ARHousecharge \$99.75

Major Acct:505

Student ID:358966

Student Name: Academic Affairs

Major Account Name:COD Department Purchase

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

Items Purchased: 25

**YOU SAVED \$25.00**

Total Tender \$99.75

Change Due \$0.00



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

4598 0784 802 802 07/09/18 04:20 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 \*  
\*\*\*\*\*

**APPROVED**  
**07/17/18 - LISA STOCK**

**INVOICE REVIEWED**  
**OKAY TO PAY**  
**KATRINA HOLMAN 07/12/18**

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO358817  
Invoice Date: 07/11/18  
PO Number: P0358817  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 65003  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0519231  
Redaction Type: None  
Document Type: AP Invoice

Document Below





COLLEGE OF DUPAGE BOOKSTORE #784

July 11<sup>th</sup>, 2018

**APPROVED**

To whom it may concern

**07/17/18 - THOMAS BRADY**

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 invoice for this term is now due within 30 days from this notice.

Follett's College of DuPage Bookstore Bill for P.O. 358817

**YVONNE BEDFORD 07/17/18**

**TOTAL DUE: \$143.60**

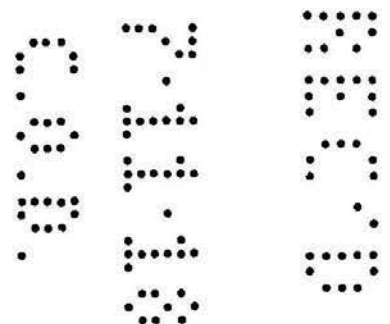
Please make your check payable to:

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](mailto: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**

358817

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 07/02/2018

**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:** Becky Bahr/HTC-1007**PO Created By:** Cernick, Beth**Purchase Order Comments:****Requisition Number(s):** 667596**Requisitioner Name(s):** Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9781619545595	8	Each	Remote Pilot Test Prep 2018	\$17.96	\$143.68
<b>Deliver To:</b> Becky Bahr/HTC-1007						

**Sub Total: \$** 143.68**Total: \$** 143.68**Account Code Summary**

Account Code	Account Description	Amount
05-63-65003-5401002		\$143.68

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
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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.
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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.

**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@fhg.follett.com  
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Remote Pilot Test Prep 2018			
018340586	8@	\$19.95	\$143.60 T
Discount 10.00%			(2.00)
PJ : Department Discount-10%			

Subtotal	\$159.60
Total, Discount	(16.00)

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

Total	\$143.60
-------	----------

ARHousecharge	\$143.60
---------------	----------

Major Acct:505

Student ID:358817

Student Name: Cont Ed

Major Account Name:COD Department Purchase

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

Items Purchased: 8

**YOU SAVED \$16.00**

Total Tender	\$143.60
--------------	----------

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



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

8568 0784 818 818 07/09/18 01:33 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: P0358870  
Invoice Date: 07/23/18  
PO Number: P0358870  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 15215  
Reviewer Name: Cynthia Yearman  
Voucher Number: V0521587  
Redaction Type: None  
Document Type: AP Invoice

Document Below





COLLEGE OF DUPAGE BOOKSTORE #784

July 23<sup>rd</sup>, 2018

**APPROVED**

To whom it may concern:

**07/30/18 - DIANE SZAKONYI**

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. #358870**

**TOTAL DUE: \$26.95**

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

26.95

Thanks,

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

REMITTANCE COPY

**INVOICE REVIEWED**  
**OKAY TO PAY**

425 Farnell Boulevard • Glen Ellyn, Illinois 60137  
ph. (630) 942-1611 • fax (630) 858-2982 • e-mail 1078-mg@follett.com

**CYNTHIA YEARMAN 07/30/18**





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
Asperger's Guide to Public Spe
019293895    1@  $29.95  $26.95 N
Discount 10.00%                (3.00)
PJ - Department Discount-10%

Subtotal                $29.95
Total Discount          (3.00)

Total Sales Tax                $0.00

Total                    $26.95

ARHousecharge                $26.95
Major Acct:505
Student ID:358870
Student Name: Learning Commons
Major Account Name:COD Department Purchase

Signature:_____
=====
```

Items Purchased: 1

**YOU SAVED \$3.00**

Total Tender, \$26.95  
Change Due \$0.00



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

8796 0784 818 818 07/18/18 12:56 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        *
*****
```

**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**

358870

Page: 1

Release Method: Hard Copy

Release Date: 07/03/2018

Created Date: 07/03/2018

**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: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 667647

Requisitioner Name(s): Cynthia Yearman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Follett "An Asperger's Guide to Public Speaking for WRSA	\$26.96	\$26.96

Deliver To: c yearman src 2102

Sub Total: \$ 26.96

Total: \$ 26.96

**Account Code Summary**

Account Code	Account Description	Amount
01-10-15215-5401002		\$26.96

**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

**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**

358870

Page: 2

Release Method: Hard Copy

Release Date: 07/03/2018

Created Date: 07/03/2018

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO359237  
Invoice Date: 07/30/18  
PO Number: P0359237  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 15215  
Reviewer Name: Cynthia Yearman  
Voucher Number: V0522271  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

July 30<sup>th</sup>, 2018

**APPROVED**

To whom it may concern

**08/01/18 - DIANE SZAKONYI**

~~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. #359237**

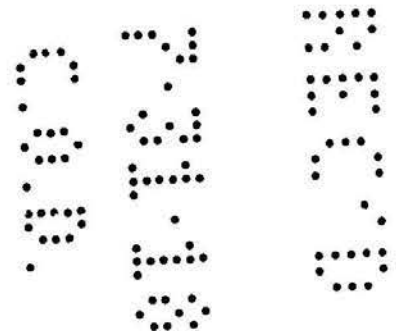
**TOTAL DUE: \$24.50**

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](mailto:spatel@follett.com)



REMITTANCE COPY

**INVOICE REVIEWED**

**OKAY TO PAY**

425 Fawell Boulevard • Glen Ellyn, Illinois 60137  
ph (30) 942 4347 fax (30) 858 2982 e-mail: [spatel@follett.com](mailto:spatel@follett.com)  
**CYNTHIA YEARMAN 08/01/18**

**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@fhg.follett.com  
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
SV PRE-GED 2014 MATH REASONING			
015982838	1@	\$27.67	\$24.90 N
Discount 10.00%			(2.77)
PJ - Department Discount-10%			

Subtotal	\$27.67
Total Discount	(2.77)

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

Total	\$24.90
-------	---------

ARHousecharge	\$24.50
---------------	---------

Major Acct:505

Student ID:359237

Student Name: Learning Commons

Major Account Name:COD Department Purchase

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

Cash	\$0.40
------	--------

Items Purchased: 1

**YOU SAVED \$2.77**

Total Tender	\$24.90
--------------	---------

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



Associate: Vincent

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

5579 0784 802 802 07/25/18 01:41 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 \*  
\*\*\*\*\*

**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**

359237

Page: 1

Release Method: Hard Copy

Release Date: 07/19/2018

Created Date: 07/19/2018

**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: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 668097

Requisitioner Name(s): Cynthia Yearman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Follett's text for WRSA - Steck Vaughn Mathematical Reasoning	\$24.90	\$24.90
Deliver To: c yearman src 2102						
Sub Total: \$						24.90
Total: \$						24.90

**Account Code Summary**

Account Code	Account Description	Amount
01-10-15215-5401002		\$24.90

**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

**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

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**

359237

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 07/19/2018

**Created Date:** 07/19/2018

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO359270  
Invoice Date: 07/30/18  
PO Number: P0359270  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 15065  
Reviewer Name: Cynthia Yearman  
Voucher Number: V0522272  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

July 30<sup>th</sup>, 2018

**APPROVED**

To whom it may concern

**08/01/18 - DIANE SZAKONYI**

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. #359270**

**TOTAL DUE: \$21.57**

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](mailto:spatel@follett.com)

925

REMITTANCE COPY

**INVOICE REVIEWED**

**OKAY TO PAY**

421 Fawcett Boulevard, Glen Ellyn, Illinois 60137  
ph. (630) 942-2461 fax (630) 858-2982 e-mail: [spatel@follett.com](mailto:spatel@follett.com)  
**CYNTHIA YEARMAN 08/01/18**





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
AY19 PLNNR SEMI CS/SCSPC/ 018577285	3@	\$8.99	\$21.57 T
Discount 20.00%			(1.80)
PL - Department Discount-20%			

Subtotal	\$26.97
Total Discount	(5.40)

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

Total	\$21.57
-------	---------

ARHousecharge	\$21.57
---------------	---------

Major Acct:505

Student ID:359270

Student Name: Learning Commons

Major Account Name:COD Department Purchase

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

Items Purchased: 3

**YOU SAVED \$5.40**

Total Tender	\$21.57
--------------	---------

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



Associate: Vincent

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

5580 0784 802 802 07/25/18 01:44 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  
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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 \*  
\*\*\*\*\*

**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**

359270

**Page:** 1  
**Release Method:** Hard Copy  
**Release Date:** 07/23/2018  
**Created Date:** 07/23/2018

**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:** c yearman src 2102

**PO Created By:** Towne, Jordan

**Purchase Order Comments:**

**Requisition Number(s):** 667885

**Requisitioner Name(s):** Cynthia Yearman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	185450A	3	Each	Follett's Overly Academic Planner 2018-2019	\$7.19	\$21.57
<b>Deliver To:</b> c yearman src 2102						
<b>Sub Total:</b> \$						21.57
<b>Total:</b> \$						21.57

Account Code Summary		
Account Code	Account Description	Amount
01-10-15065-5409001		\$21.57

**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

**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**

359270

Page: 2

Release Method: Hard Copy

Release Date: 07/23/2018

Created Date: 07/23/2018

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO359431  
Invoice Date: 07/30/18  
PO Number: P0359431  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 00077  
Reviewer Name: Linda Hickman  
Voucher Number: V0522335  
Redaction Type: None  
Document Type: AP Invoice

Document Below

**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**

359431

Page: 1

Release Method: Hard Copy

Release Date: 07/30/2018

Created Date: 07/30/2018

**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: Brian Clement TEC 1059

PO Created By: Towne, Jordan

Purchase Order Comments:

**APPROVED**

**08/08/18 - KRISTINE FAY**

Requisition Number(s): 668257

Requisitioner Name(s): Monica Miller

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Textbook for Instructor of Landscape Estimating & Bidding	\$135.00	\$135.00
Deliver To: Brian Clement TEC 1059						

Sub Total: \$ 135.00

Total: \$ 135.00

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00077-5401002		\$135.00

**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, please 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 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 that pertain.
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

Prepared By: Schell, Jill

Print Date: 7/31/2018 3:32:17 PM

**LINDA HICKMAN 08/06/18**



**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

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**

359431

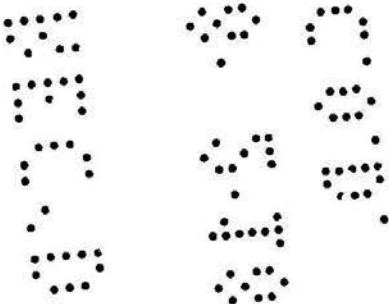
Page: 2

Release Method: Hard Copy

Release Date: 07/30/2018

Created Date: 07/30/2018

**APPROVED**  
**08/08/18 - KRISTINE FAY**





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

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

STORE  
NO. 0784

[illegible]

**No.784**

Received by

Receipt for book purchase, P0359431  
Horticulture GL 01-10-00077-5401002  
For processing payment

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
------	-----	-------	-------

**New**

How to Price Landscape & Irrig  
010295755 1@ \$150.00 \$135.00 N  
Discount 10.00% (15.00)  
PJ - Department Discount-10%

Subtotal	\$150.00
Total Discount	(15.00)

Total Sales Tax	\$0.00
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Total	\$135.00
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ARHousecharge	\$135.00
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Major Acct:505

Student ID:359431

Student Name: Horticulture

Major Account Name: COD Department Purchase

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

Items Purchased: 1

YOU SAVED \$15.00

Total Tender	\$135.00
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Change Due	\$0.00
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00784802582920180730

Associate: Vincent

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

**APPROVED**  
**08/08/18 - KRISTINE FAY**

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO359432  
Invoice Date: 08/09/18  
PO Number: P0359432  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 00065  
Reviewer Name: Anna Gay  
Voucher Number: V0522863  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

August 9<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 for P.O. #359432**

**TOTAL DUE: \$253.12**

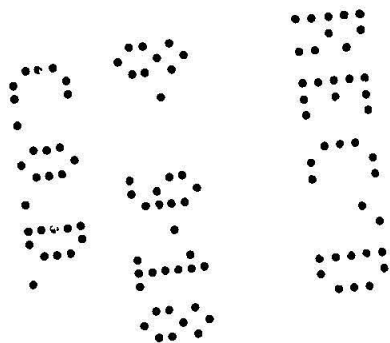
Please make your check payable to:

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](mailto: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**

359432

Page: 1

Release Method: Hard Copy

Release Date: 07/30/2018

Created Date: 07/30/2018

**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: Gay, Anna

PO Created By: Towne, Jordan

Purchase Order Comments:

**APPROVED****08/14/18 - CHARLES BOONE**

Requisition Number(s): 668236

Requisitioner Name(s): Anna Gay

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Style Wise: A practical Guide 9781609011604	\$67.50	\$67.50
Deliver To: Gay, Anna						
2		1	Each	Visual Merchandising and Display 9781609014544	\$106.20	\$106.20
Deliver To: Gay, Anna						
3		1	Each	Fashion Forecasting w/ Access Code 9781501313189	\$99.00	\$99.00
Deliver To: Gay, Anna						
Sub Total: \$						272.70
Total: \$						272.70

**Account Code Summary**

Account Code	Account Description	Amount
01-10-0006 540 102		\$272.70

**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 [anogray@cod.edu](mailto:anogray@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. Letters 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.

**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

**PURCHASE ORDER**

359432

**Page:** 2**Release Method:** Hard Copy**Release Date:** 07/30/2018**Created Date:** 07/30/2018

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.

# 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

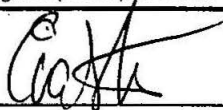
STORE

NO. 0784

Customer's Order No.		359432		Date		20	
Sold to		EVA STEVENS					
Address		FASHION STUDIES					
City							
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out	
Quantity	Description					Price	Amount
1 U	Style Wise						56 25
	978 1 6090 1160 4						
1 N	Fashion Forecasting						110 00
	978 1 5013 1318 9						
	less 10% discount						
1 N	SKU - 019071991						115 00
	VISUAL MERCHANDISING DISC						
						Tax	253 12
Thank You In case of claims or returned goods please present this bill.						Total	<del>149 53</del>

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
New			
Fashion Forecasting W/Access c			
016558256	1@	\$110.00	\$99.00 N
Discount 10.00%			(11.00)
PJ - Department Discount-10%			

Used			
StyleWise			
014326530	1@	\$56.25	\$50.62 N
Discount 10.00%			(5.63)
PJ - Department Discount-10%			

New			
Visual Merchandising & Display			
019071991	1@	\$115.00	\$103.50 N
Discount 10.00%			(11.50)
PJ - Department Discount-10%			

Subtotal	\$281.25
Total Discount	(28.13)

Total Sales Tax	\$0.00
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Total	\$253.12
-------	----------

ARHousecharge	\$253.12
---------------	----------

Major Acct:505  
Student ID:359432  
Student Name: Fashion  
Major Account Name:COD Department Purchase

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

Items Purchased: 3

**YOU SAVED \$28.13**

Total Tender	\$253.12
--------------	----------

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



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

6481 0784 802 802 08/09/18 07:41 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: PO359585  
Invoice Date: 08/09/18  
PO Number: P0359585  
Check Number: 0237945  
Check Amount: \$ 2,094.95  
Check Date: 08/15/2018  
Department ID: 00065  
Reviewer Name: Anna Gay  
Voucher Number: V0522865  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

August 9<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 for P.O. #359585**

**TOTAL DUE: \$225.00**

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](mailto:spatel@follett.com)

**REMITTANCE COPY**

**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			
New Complete Guide to Sewing			
013036390	1@	\$35.00	\$31.50 N
Discount 10.00%			(3.50)
PJ - Department Discount-10%			

New			
Patternmaking for Fashion Desi			
011751330	1@	\$215.00	\$193.50 N
Discount 10.00%			(21.50)
PJ - Department Discount-10%			

Subtotal	\$250.00
Total Discount	(25.00)

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

Total	\$225.00
-------	----------

ARHousecharge	\$225.00
---------------	----------

Major Acct: 505

Student ID: 359585

Student Name: Fashion

Major Account Name: COD Department Purchase

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

Items Purchased: 2

**YOU SAVED \$25.00**

Total Tender	\$225.00
--------------	----------

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



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

6480 0784 802 802 08/09/18 07:36 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 \*  
\*\*\*\*\*

**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**

359585

Page: 1

Release Method: Hard Copy

Release Date: 08/06/2018

Created Date: 08/06/2018

**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:** Gay, Anna**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 668419**Requisitioner Name(s):** Anna Gay

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Reader's Digest 9781606522080 New Complete Guide to Sewing	\$31.50	\$31.50
<b>Deliver To:</b> Gay, Anna						
2		1	Each	Joseph-Armstrong 978013508767 Pattern Making for Fashion Design w/ DVD	\$193.50	\$193.50
<b>Deliver To:</b> Gay, Anna						
<b>Sub Total: \$</b>						<b>225.00</b>
<b>Total: \$</b>						<b>225.00</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00065-5401002		\$225.00

**Terms and Conditions:**

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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.
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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.



**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**

359585

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 08/06/2018

**Created Date:** 08/06/2018