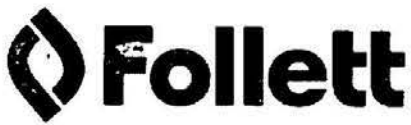


Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO360036  
Invoice Date: 09/07/18  
PO Number: P0360036  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 02176  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0527487  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

September 7<sup>th</sup>, 2018

**APPROVED**

To whom it may concern,

**09/21/18 - 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 Billing for P.O. #360036**

**TOTAL DUE: \$1,984.95**

Please make your check payable to:

**INVOICE REVIEWED**

**OKAY TO PAY**

**YVONNE BEDFORD 09/12/18**

Follett Higher Education Group  
College of DuPage Bookstore  
Store # 784 - MA # 405  
146 College Center  
Naperville, IL 60563-3001

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**

360036

Page: 1

Release Method: Hard Copy

Release Date: 08/31/2018

Created Date: 08/31/2018

**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: McLaughlin, Ashley

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 668744

Requisitioner Name(s): Ashley McLaughlin

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		11	Each	A+ Guide to IT Tech Support (LoosePgs)(w/MindTap Access)	\$180.45	\$1,984.95
Deliver To: McLaughlin, Ashley						

Sub Total: \$ 1,984.95

Total: \$ 1,984.95

**Account Code Summary**

Account Code	Account Description	Amount
06-10-02176-5401002		\$1,984.95

**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



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  
A+ Guide to IT Tech Support (L  
018243954 11@ \$200.50 \$1,984.95 T  
Discount 10.00% (20.05)  
PJ - Department Discount-10%

Subtotal \$2,205.50

Total Discount (220.55)

Total Sales Tax \$0.00

Total \$1,984.95

ARHousecharge \$1,984.95

Major Acct:505

Student ID:360036

Student Name:Cont Edu

Major Account Name:COD Department Purchase

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

Items Purchased: 11

**YOU SAVED \$220.55**

Total Tender \$1,984.95

Change Due \$0.00



00784802953420180905

Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

9534 0784 802 802 09/05/18 02:30 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: PO360035  
Invoice Date: 09/07/18  
PO Number: P0360035  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 02176  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0527488  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

September 7<sup>th</sup>, 2018

**APPROVED**

To whom it may concern,

**09/21/18 - 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.

**APPROVED**

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

**10/05/18 - DANIEL DEASY**

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

Follett's College of DuPage Bookstore Billing for P.O. #360035

**TOTAL DUE: \$963.90**

Please make your check payable to:

**INVOICE REVIEWED**

**OKAY TO PAY**

**YVONNE BEDFORD 09/12/18**

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**

360035

Page: 1

Release Method: Hard Copy

Release Date: 08/31/2018

Created Date: 08/31/2018

**Ship To:**

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

**Deliver To:** Ashley McLaughlin**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 668724**Requisitioner Name(s):** Ashley McLaughlin

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		11	Each	Visualizing Technology Complete (6th Edition)	\$96.50	\$1,061.50
<b>Deliver To:</b> Ashley McLaughlin						
2		1	Each	CIT1100 Lab manual	\$9.50	\$9.50
<b>Deliver To:</b> Ashley McLaughlin						

Sub Total: \$ 1,071.00

Total: \$ 1,071.00

**Account Code Summary**

Account Code	Account Description	Amount
06-10-02176-5401002		\$1,071.00

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto:acctpay@cod.edu) or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
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

**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

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**

360035

Page: 2

Release Method: Hard Copy

Release Date: 08/31/2018

Created Date: 08/31/2018

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

ITEM	QTY	PRICE	TOTAL
New			
CIT 1100 LAB MANUAL REV			
018379779	1@	\$9.50	\$8.55 N
Discount 10.00%			(0.95)
PJ - Department Discount-10%			

New			
CIT 1100 (CUSTOM)			
019260936	11@	\$96.50	\$955.35 T
Discount 10.00%			(9.65)
PJ - Department Discount-10%			

Subtotal \$1,071.00

Total Discount (107.10)

Total Sales Tax \$0.00

Total \$963.90

ARHousecharge \$963.90

Major Acct:505

Student ID:360035

Student Name: Cont Edu

Major Account Name:COD Department Purchase

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

Items Purchased: 12

**YOU SAVED \$107.10**

Total Tender \$963.90

Change Due \$0.00



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

9535 0784 802 802 09/05/18 02:33 PM

SALE

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

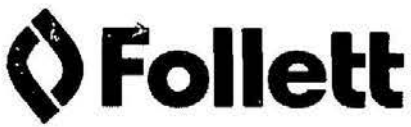
Valid ID and receipt required for all returns, exchanges and refunds. Non-textbook items may be returned within 30 days of purchase. Textbook returns may be accepted if within the posted current term deadline. All gift card sales are final. Other restrictions may apply, see store for complete details.

\*\*\*\*\*  
\* 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: PO360099  
Invoice Date: 09/13/18  
PO Number: P0360099  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 61015  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0527751  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DuPAGE BOOKSTORE #784

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

To whom it may concern

**APPROVED**

**09/21/18 - DANIEL DEASY**  
Follett Higher Education Group is converting Accounts Receivable payment processes. 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. #360099**

**TOTAL DUE: \$41.62**

Please make your check payable to:

**INVOICE REVIEWED**

Follett Higher Education Group  
College of DuPage Bookstore  
Store #784 MA #405  
146 Solution Center  
Chicago, IL 60677-5001

**OKAY TO PAY**

**YVONNE BEDFORD 09/14/18**

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**

360099

Page: 1

Release Method: Hard Copy

Release Date: 09/06/2018

Created Date: 09/06/2018

**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: Jenna Polly/SRC-1111

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 669021

Requisitioner Name(s): Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	978-1591368618	1	Each	MS Powerpoint 2016 Level 1	\$41.62	\$41.62
Deliver To: Jenna Polly/SRC-1111						
Sub Total: \$						41.62
Total: \$						41.62
Account Code Summary						
Account Code	Account Description					Amount
05-61-61015-5401002						\$41.62

**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.

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

STORE  
NO. 0784

Customer's Order No.						Date						
						9/10/18						
Sold to						CONT. EDU						
Address						POLLY, JENNA'						
City						SRC-1111						
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out						
Quantity	Description					Price	Amount					
1	SKU - 017509412						46		25			
	MS POWER PT 2016 (N)											
	LEVEL 1.											
						Tax						
<b>Thank You</b>						In case of claims or returned goods please present this bill.						
						Total	41		62			

**No.784**

Received by

C. Chamberlain

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

ITEM	QTY	PRICE	TOTAL
New			
Microsoft Powerpoint 2016 (w/			
017509412	1@	\$46.25	\$41.62 N
Discount 10.00%			(4.63)
PJ - Department Discount-10%			

Subtotal \$46.25  
Total Discount (4.63)

Total Sales Tax \$0.00

Total \$41.62

ARHousecharge \$41.62  
Major Acct:505

Student ID:360099

Student Name: Cont Edu

Major Account Name:COD Department Purchase

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

Items Purchased: 1

**YOU SAVED \$4.63**

Total Tender \$41.62

Change Due \$0.00



Associate: Vincent

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

3342 0784 828 828 09/10/18 03:12 PM

SALE

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

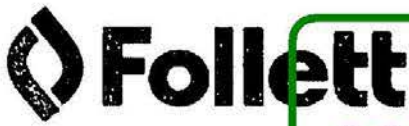
Valid ID and receipt required for all  
returns, exchanges and refunds.  
Non-textbook items may be returned  
within 30 days of purchase. Textbook  
returns may be accepted if within the  
posted current term deadline. All  
gift card sales are final. Other  
restrictions may apply, see store for  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

\*\*\*\*\*  
\* We want your feedback! \*  
\*\*\*\*\*

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO360100  
Invoice Date: 09/18/18  
PO Number: P0360267  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 61006  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0528512  
Redaction Type: None  
Document Type: AP Invoice

Document Below



**APPROVED**

COLLEGE OF DUPAGE BOOKSTORE #784

**09/21/18 - DANIEL DEASY**

September 8<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 location 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.

**YVONNE BEDFORD 09/20/18**

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

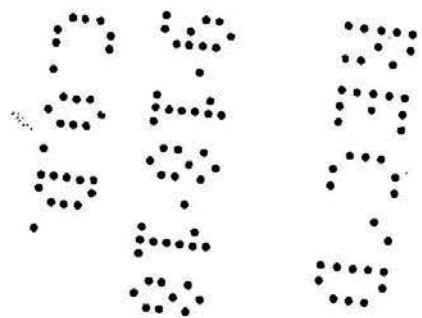
The attached invoices for this term are now due within 30 days from this notice.

**Follett's College of DuPage Bookstore Bill for P.O. #360100**

**TOTAL DUE: \$41.62**

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**

360100

Page: 1

Release Method: Hard Copy

Release Date: 09/06/2018

Created Date: 09/06/2018

**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: Julie Konczyk/SRC-1111

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 669020

Requisitioner Name(s): Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	978-8393073108	1	Each	Polski, Krok Po Kroku: Level 1 (A1/A2)	\$42.08	\$42.08
Deliver To: Julie Konczyk/SRC-1111						
Sub Total: \$						42.08
Total: \$						42.08

Account Code Summary		
Account Code	Account Description	Amount
05-61-61006-5401002		\$42.08

**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**

360100

Page: 2

Release Method: Hard Copy

Release Date: 09/06/2018

Created Date: 09/06/2018

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

STORE  
NO. 0784

[illegible]

**No.784**

Received by

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

ITEM	QTY	PRICE	TOTAL
New			
Microsoft Word 2016 (w/Bind-In			
017402321	1@	\$46.25	\$41.62 N
Discount 10.00%			(4.63)
PJ - Department Discount-10%			

Subtotal	\$46.25
Total Discount	(4.63)

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

Total	\$41.62
-------	---------

ARHousecharge	\$41.62
---------------	---------

Major Acct:505

Student ID:360267

Student Name: Cont Edu

Major Account Name:COD Department Purchase

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

Items Purchased: 1

**YOU SAVED \$4.63**

Total Tender	\$41.62
--------------	---------

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



00784817840220180917

Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

8402 0784 817 817 09/17/18 08:17 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: PO360267  
Invoice Date: 09/18/18  
PO Number: P0360100  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 61015  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0528535  
Redaction Type: None  
Document Type: AP Invoice

Document Below



**APPROVED**

**09/21/18 - DANIEL DEASY**

COLLEGE OF DUPAGE BOOKSTORE #784

September 18<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 payment 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 and for the great work you do 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. #360267**

**TOTAL DUE: \$42.07**

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**

360267

Page: 1

Release Method: Hard Copy

Release Date: 09/14/2018

Created Date: 09/14/2018

**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:** Jenna Polly/SRC-1111

**PO Created By:** Towne, Jordan

**Purchase Order Comments:**

**Requisition Number(s):** 669185

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

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	978-1591368373	1	Each	MS Word 2016	\$41.62	\$41.62
<b>Deliver To:</b> Jenna Polly/SRC-1111						

**Sub Total: \$** 41.62

**Total: \$** 41.62

**Account Code Summary**

Account Code	Account Description	Amount
05-61-61015-5401002		\$41.62

**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.

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

STORE  
NO. 0784

**No.784**

Received by

Gene Fumane

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			
Polski Krok Po Kroku (A1/VA2)			
015316552	1@	\$46.75	\$42.07 N
Discount 10.00%			(4.68)
PJ - Department Discount-10%			
Subtotal			\$46.75
Total Discount			(4.68)
Total Sales Tax			\$0.00
Total			\$42.07
ARHousecharge			\$42.07
Major Acct:505			
Student ID:360100			
Student Name: Cont Edu			
Major Account Name:COD Department Purchase			

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

Items Purchased: 1

**YOU SAVED \$4.68**

Total Tender	\$42.07
Change Due	\$0.00



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return.

8401 0784 817 817 09/17/18 08:14 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 \*

\*\*\*\*\*

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO360217  
Invoice Date: 09/25/18  
PO Number: P0360217  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 00774  
Reviewer Name: Dawn Frison-Cook  
Voucher Number: V0529218  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

September 25<sup>th</sup>, 2018

To whom it may concern,

**APPROVED**

**09/27/18 - AMI CHAMBERS**

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 PO #360217**

**TOTAL DUE: \$568.55**

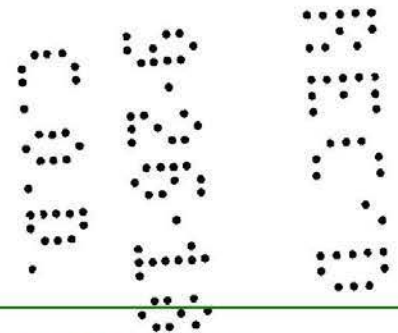
Please make your check payable to:

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**

**DAWN FRISON-COOK 09/27/**

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

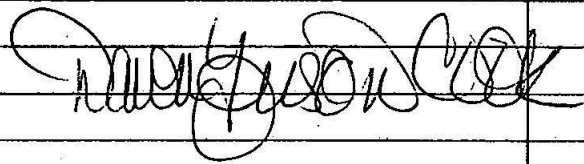
# FOLLETT'S COLLEGE OF DUPAGE BOOKSTORE

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

PHONE  
630/942-2361

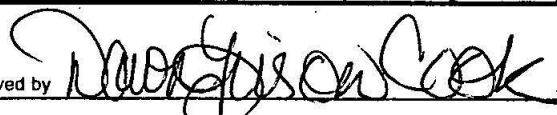
FAX  
630/942-4349

STORE  
NO. 0784

Customer's Order No.		360217		Date		9/21/18		20					
Sold to		COMMUNITY RELATIONS											
Address		BIC 1004											
City		DAWN FRISCON - COOK											
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out							
Quantity	Description					Price	Amount						
5	25 VISA GC					25	125	00					
5	ACTIVATION FEE					<del>3.95</del>	3.95	per card					
4	100 VISA GC					100	400	00					
	ACTIVATION FEE					5.95	per card						
						Tax							
						Thank You			In case of claims or returned goods please present this bill.	Total	568	55	

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

\$25 UNIV VISA SPARKLE 016000326	1@	\$25.00	\$25.00 N
-------------------------------------	----	---------	-----------

Issue  
Gift Card Number: 0582

\$3.95 FEE-BHN VISA \$25 CARD 013971024	1@	\$3.95	\$3.95 N
--	----	--------	----------

\$25 UNIV VISA SPARKLE 016000326	1@	\$25.00	\$25.00 N
-------------------------------------	----	---------	-----------

Issue  
Gift Card Number: 7723

\$3.95 FEE-BHN VISA \$25 CARD 013971024	1@	\$3.95	\$3.95 N
--	----	--------	----------

\$25 UNIV VISA SPARKLE 016000326	1@	\$25.00	\$25.00 N
-------------------------------------	----	---------	-----------

Issue  
Gift Card Number: 3568

\$3.95 FEE-BHN VISA \$25 CARD 013971024	1@	\$3.95	\$3.95 N
--	----	--------	----------

\$25 UNIV VISA SPARKLE 016000326	1@	\$25.00	\$25.00 N
-------------------------------------	----	---------	-----------

Issue  
Gift Card Number: 9678

\$3.95 FEE-BHN VISA \$25 CARD 013971024	1@	\$3.95	\$3.95 N
--	----	--------	----------

\$25 UNIV VISA SPARKLE 016000326	1@	\$25.00	\$25.00 N
-------------------------------------	----	---------	-----------

Issue  
Gift Card Number: 4396

\$3.95 FEE-BHN VISA \$25 CARD 013971024	1@	\$3.95	\$3.95 N
--	----	--------	----------

\$100 UNIV VISA SPARKLE 016000342	1@	\$100.00	\$100.00 N
--------------------------------------	----	----------	------------

Issue  
Gift Card Number: 5428

\$5.95 FEE-BHN VISA \$100 CARD 013971038	1@	\$5.95	\$5.95 N
---	----	--------	----------

\$100 UNIV VISA SPARKLE 016000342	1@	\$100.00	\$100.00 N
--------------------------------------	----	----------	------------

Issue  
Gift Card Number: 0458

\$5.95 FEE-BHN VISA \$100 CARD 013971038	1@	\$5.95	\$5.95 N
---	----	--------	----------

\$100 UNIV VISA SPARKLE 016000342	1@	\$100.00	\$100.00 N
--------------------------------------	----	----------	------------

Issue  
Gift Card Number: 8048

\$5.95 FEE-BHN VISA \$100 CARD 013971038	1@	\$5.95	\$5.95 N
---	----	--------	----------

\$100 UNIV VISA SPARKLE 016000342	1@	\$100.00	\$100.00 N
--------------------------------------	----	----------	------------

Issue  
Gift Card Number: 1641

\$5.95 FEE-BHN VISA \$100 CARD 013971038	1@	\$5.95	\$5.95 N
---	----	--------	----------

\$100 UNIV VISA SPARKLE 016000342	1@	\$100.00	\$100.00 N
--------------------------------------	----	----------	------------

Issue  
Gift Card Number: 1641

\$5.95 FEE-BHN VISA \$100 CARD 013971038	1@	\$5.95	\$5.95 N
---	----	--------	----------

Subtotal	\$568.55
----------	----------

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

Total	\$568.55
-------	----------

ARHousecharge	\$568.55
---------------	----------

Major Acct:505  
Student ID:360217  
Student Name: Community Relations  
Major Account Name:COD Department Purchase

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

Items Purchased: 18

Total Tender	\$568.55
--------------	----------

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



00784818471220180921

Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

4712 0784 818 818 09/21/18 11:25 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**

360217

**Page:** 1  
**Release Method:** n/a  
**Release Date:** n/a  
**Created Date:** 09/12/2018

**Ship To:**

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

Purchasing, Manager

Phone: (630) 942-2217  
Fax: (630) 942-3750

**Deliver To:** Dawn Frison-Cook

**PO Created By:** Cernick, Beth

**Purchase Order Comments:**

**Requisition Number(s):** 669008

**Requisitioner Name(s):** Dawn Frison-Cook

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		4	Each	\$100.00 Visa Gift Cards for 5K Overall Winners	\$100.00	\$400.00
<b>Deliver To:</b> Dawn Frison-Cook						
2		4	Each	Activation fee for \$100.00 gift cards	\$5.95	\$23.80
<b>Deliver To:</b> Dawn Frison-Cook						
3		5	Each	\$25.00 Visa Gift Cards for Youth Dash Age Winners	\$25.00	\$125.00
<b>Deliver To:</b> Dawn Frison-Cook						
4		5	Each	Activation fee for \$25.00 gift cards	\$3.95	\$19.75
<b>Deliver To:</b> Dawn Frison-Cook						
<b>Sub Total: \$</b>						<b>568.55</b>
<b>Total: \$</b>						<b>568.55</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-40-00774-5509001		\$568.55

**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.

**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**

360217

**Page:** 2  
**Release Method:** n/a  
**Release Date:** n/a  
**Created Date:** 09/12/2018

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: PO359737  
Invoice Date: 09/25/18  
PO Number: P0359737  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 00421  
Reviewer Name: Cathie Walker  
Voucher Number: V0529219  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

September 25<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 PO #359737**

**TOTAL DUE: \$125.37**

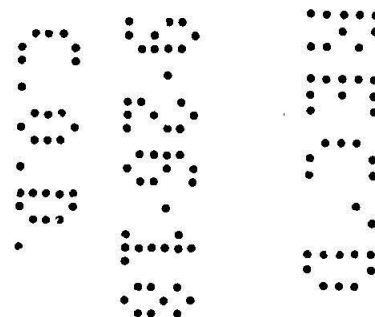
Please make your check payable to:

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

Thanks,

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

**REMITTANCE COPY**



**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
TOTE/SPECTRUM 17x1/FORST/1SIZ/			
018543929	7@	\$2.49	\$13.93 T
Discount 20.00%			(0.50)
PL - Department Discount-20%			

TUMBLER 16OZ MATTE/SILVR/			
015967029	7@	\$11.95	\$66.92 T
Discount 20.00%			(2.39)
PL - Department Discount-20%			

LANYRD/CARD DISPEN/DKGRN/			
009596540	7@	\$7.95	\$44.52 T
Discount 20.00%			(1.59)
PL - Department Discount-20%			

Subtotal	\$156.73
Total Discount	(31.36)

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

Total	\$125.37
-------	----------

ARHousecharge	\$125.37
---------------	----------

Major Acct:505

Student ID:359737

Student Name:Cathie Walker

Major Account Name:COD Department Purchase

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

Items Purchased: 21

**YOU SAVED \$31.36**

Total Tender	\$125.37
--------------	----------

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



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

9921 0784 802 802 09/25/18 10:34 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**

359737

**Page:** 1  
**Release Method:** Hard Copy  
**Release Date:** 08/16/2018  
**Created Date:** 08/16/2018

**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:** BIC 2E06N

**PO Created By:** Towne, Jordan

**Purchase Order Comments:**

**Requisition Number(s):** 668582

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

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	010543424	7	Each	COD Totes	\$2.79	\$19.53
Deliver To: BIC 2E06N						
2	009596540	7	Each	COD Lanyard	\$6.36	\$44.52
Deliver To: BIC 2E06N						
3	015967024	7	Each	COD Tumbler	\$9.56	\$66.92
Deliver To: BIC 2E06N						
<b>Sub Total: \$</b>						<b>130.97</b>
<b>Total: \$</b>						<b>130.97</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-20-00421-5401002		\$130.97

**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

**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

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**

359737

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 08/16/2018

**Created Date:** 08/16/2018

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO360338  
Invoice Date: 09/25/18  
PO Number: P0360338  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 00467  
Reviewer Name: None  
Voucher Number: V0529220  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

September 25<sup>th</sup>, 2018

**APPROVED**

To whom it may concern

**10/08/18 - SUSAN JERAK**

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 PO #360338**

**TOTAL DUE: \$230.40**

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. <b>360338</b>		Date <b>9.12.11</b> 20	
Sold to <b>TRANSFER SERVICES</b>			
Address <b>Justin Heindler</b>			
City			
Sold by	Cash	C.O.D.	Charge
On Acct.	Mdse. Ret.	Paid Out	
Quantity	Description	Price	Amount
<del>3</del> 3	SKU - 14242297		
	XL WHITE T-SHIRT		
	014242297		
1	SKU - 14242296		
	L WHITE T-SHIRT		
3	SKU - 18995080		
	XL BLACK SWEATSHIRT		
1	SKU - 18995079		
	L BLACK SWEATSHIRT		
	DEPT DISC 20%	Tax	
Thank You In case of claims or returned goods please present this bill.		Total	<b>230 40</b>

No.784

Received by

*[Signature]*

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
=====			
LST 2C SSN/MSCT/MS/WHITE/LG/.			
014242296	1@	\$24.00	\$19.20 N
Discount 20.00%			(4.80)
PL - Department Discount-20%			

LST 2C SSN/MSCT/MS/WHITE/XL/.			
014242297	1@	\$24.00	\$19.20 N
Discount 20.00%			(4.80)
PL - Department Discount-20%			

LST 2C SSN/MSCT/MS/WHITE/XL/.			
014242297	1@	\$24.00	\$19.20 N
Discount 20.00%			(4.80)
PL - Department Discount-20%			

LST 2C SSN/MSCT/MS/WHITE/XL/.			
014242297	1@	\$24.00	\$19.20 N
Discount 20.00%			(4.80)
PL - Department Discount-20%			

1/4Z/PWRBL SM/E FS/BLACK/XL/.			
018995080	1@	\$48.00	\$38.40 N
Discount 20.00%			(9.60)
PL - Department Discount-20%			

1/4Z/PWRBL SM/E FS/BLACK/XL/.			
018995080	1@	\$48.00	\$38.40 N
Discount 20.00%			(9.60)
PL - Department Discount-20%			

1/4Z/PWRBL SM/E FS/BLACK/XL/.			
018995080	1@	\$48.00	\$38.40 N
Discount 20.00%			(9.60)
PL - Department Discount-20%			

1/4Z/PWRBL SM/E FS/BLACK/LG/.			
018995079	1@	\$48.00	\$38.40 N
Discount 20.00%			(9.60)
PL - Department Discount-20%			

Subtotal	\$288.00
Total Discount	(57.60)

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

Total	\$230.40
-------	----------

ARHousecharge	\$230.40
---------------	----------

Major Acct:505

Student ID:360338

Student Name: Transfer Services

Major Account Name:COD Department Purchase

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

Items Purchased: 8

**YOU SAVED \$57.60**

Total Tender	\$230.40
--------------	----------

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



Associate: Tina

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

5064 0784 828 828 09/21/18 10:34 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 \*  
\*\*\*\*\*

**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**

360338

**Page:** 1  
**Release Method:** Hard Copy  
**Release Date:** 09/19/2018  
**Created Date:** 09/19/2018

**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:** SSC 3201

**PO Created By:** Towne, Jordan

**Purchase Order Comments:**

Invoice total included 20% discount = 230.40

**Requisition Number(s):** 669275

**Requisitioner Name(s):** Justin Hardee

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	014242297	4	Each	Champion Long Sleeve Shirt	\$19.20	\$76.80
Deliver To: SSC 3201						
2	18995079	4	Each	Champion Long Sleeve Fleece	\$38.40	\$153.60
Deliver To: SSC 3201						
Sub Total: \$						230.40
Total: \$						230.40

**Account Code Summary**

Account Code	Account Description	Amount
01-30-00467-5401001		\$230.40

**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.

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO360194  
Invoice Date: 09/25/18  
PO Number: PO360194  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 63001  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0529221  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DuPAGE BOOKSTORE #784

September 25<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 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 PO #360194**

**TOTAL DUE: \$156.50**

Please make your check payable to:

**INVOICE REVIEWED**

Follett Higher Education Group  
College of DuPage Bookstore

**OKAY TO PAY**

Store # 784 • Mail # 45  
3466 South Cicero Avenue  
Chicago, IL 60677-3001

**YVONNE BEDFORD 09/27/18**

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@fhg.follett.com](mailto:0784mgr@fhg.follett.com)

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

STORE  
NO. 0784

No.784

Received by

C. Chamberlain

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

ITEM	QTY	PRICE	TOTAL
ITALIAN GRAMMAR			
000855227	10@	\$4.95	\$39.60 T
Discount 20.00%			(0.99)
PL - Department Discount-20%			

New  
Rick Steves' Italian Phrase Bo  
015158613 10@ \$12.99 \$116.90 T  
Discount 10.00% (1.30)  
PJ - Department Discount-10%

Subtotal \$179.40  
Total Discount (22.90)

Total Sales Tax \$0.00

Total \$156.50

ARHousecharge \$156.50

Major Acct:505

Student ID:360194

Student Name: Cont Edu

Major Account Name:COD Department Purchase

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

Items Purchased: 20

**YOU SAVED \$22.90**

Total Tender \$156.50

Change Due \$0.00



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

4709 0784 818 818 09/21/18 11:03 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**

360194

Page: 1

Release Method: Hard Copy

Release Date: 09/12/2018

Created Date: 09/12/2018

**Ship To:**

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

**Deliver To:** Debra Hasse/SRC-1111**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 669112

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9781612382012	10	Each	Rick Steves' Italian Phrase Book & Dictionary	\$11.69	\$116.90

**Deliver To:** Debra Hasse/SRC-1111

2	9781572226265	10	Each	Italian Grammar Pamphlet	\$4.46	\$44.60
---	---------------	----	------	--------------------------	--------	---------

**Deliver To:** Debra Hasse/SRC-1111**Sub Total: \$** 161.50**Total: \$** 161.50**Account Code Summary**

Account Code	Account Description	Amount
05-63-63001-5401002		\$161.50

**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

**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

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**

360194

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 09/12/2018

**Created Date:** 09/12/2018

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO359263  
Invoice Date: 09/27/18  
PO Number: P0359263  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 00421  
Reviewer Name: Cathie Walker  
Voucher Number: V0529262  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

September 27<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 PO #359263**

**TOTAL DUE: \$151.16**

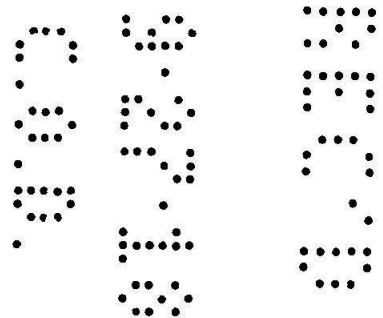
Please make your check payable to:

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

**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**

359263

Page: 1

Release Method: Hard Copy

Release Date: 07/23/2018

Created Date: 07/23/2018

**APPROVED** Ship To:

**10/03/18 - SANDRA MARTINS**

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

Phone: 630-942-2238

Fax: 630-942-2417

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

**PO Created By:** Towne, Jordan

**Purchase Order Comments:**

**Requisition Number(s):** 667743

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

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9788976995773	1	Each	Sogang Korean New Series 1B	\$48.59	\$48.59
Deliver To: BIC 2E06N Cathie Walker						
2	9788976995780	1	Each	Sogang Korean New Series Workbook 1B	\$26.99	\$26.99
Deliver To: BIC 2E06N Cathie Walker						
3	9788976995728	1	Each	Sogang Korean New Series 1A	\$48.59	\$48.59
Deliver To: BIC 2E06N Cathie Walker						
4	9788976995735	1	Each	Sogang Korean New Series Workbook 1A	\$26.99	\$26.99
Deliver To: BIC 2E06N Cathie Walker						
					<b>Sub Total: \$</b>	<b>151.16</b>
					<b>Total: \$</b>	<b>151.16</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-20-00421-5401002		\$151.16

**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.

**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**

359263

**Page:** 2**Release Method:** Hard Copy**Release Date:** 07/23/2018**Created Date:** 07/23/2018

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.

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

STORE  
NO. 0784

Customer's Order No.						Date			
359263.						7-5		20 18	
Sold to Jen Butler									
Address KOREA Dept. LIBERAL ARTS.									
City									
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out			
Quantity	Description					Price	Amount		
IN	Sogang Korean New Series 1B 9788976995773						53	99	
IN	Sogang Korean New Series 1B Workbook 9788976995780						29	99	
IN	Sogang Korean New Series 1A 9788976995728						53	99	
IN	Sogang Korean New Series 1A WLBK 9788976995735						29	99	
							167	96	
< Less 10% Discount >							<16	79	
						Tax			
<b>Thank You</b> In case of claims or returned goods please present this bill.						<b>Total</b>	151	17	

**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			
Sogang Korean New Series Stude			
012315522	1@	\$53.99	\$48.59 N
Discount 10.00%			(5.40)
PJ - Department Discount-10%			

New			
Sogang Korean 1B (Wkbk)(w/CD)			
012315524	1@	\$29.99	\$26.99 N
Discount 10.00%			(3.00)
PJ - Department Discount-10%			

New			
Sogang Korean New Series (St B			
012109249	1@	\$53.99	\$48.59 N
Discount 10.00%			(5.40)
PJ - Department Discount-10%			

New			
Sogang Korean 1A Workbook (w/C			
012190428	1@	\$29.99	\$26.99 N
Discount 10.00%			(3.00)
PJ - Department Discount-10%			

Subtotal	\$167.96
Total Discount	(16.80)

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

Total	\$151.16
-------	----------

ARHousecharge	\$151.16
---------------	----------

Major Acct:505

Student ID:359263

Student Name: Liberal Arts

Major Account Name:COD Department Purchase

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

Items Purchased: 4

**YOU SAVED \$16.80**

Total Tender	\$151.16
--------------	----------

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



Associate: Shaba

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

Please Save Receipt for Return

5862 0784 828 828 09/26/18 05:06 PM

SALE

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

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

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

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO359821  
Invoice Date: 09/26/18  
PO Number: PO359821  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 00337  
Reviewer Name: Cathie Walker  
Voucher Number: V0529266  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

September 26<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 Billing for PO #359821**

**TOTAL DUE: \$96.52**

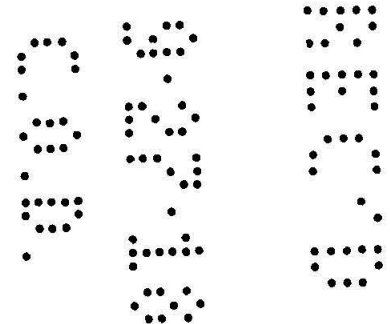
Please make your check payable to:

**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**

359821

Page: 1

Release Method: Hard Copy

Release Date: 08/21/2018

Created Date: 08/21/2018

**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:** Cathie Walker BIC 2E06N**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 668705**Requisitioner Name(s):** Mary Cathie Walker

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9784789014403	1	Each	Genki	\$45.00	\$45.00
Deliver To: Cathie Walker BIC 2E06N						
2	9784789014410	1	Each	Genki Workbook	\$21.60	\$21.60
Deliver To: Cathie Walker BIC 2E06N						
3	0536329593	1	Each	Handy Workbook	\$29.92	\$29.92
Deliver To: Cathie Walker BIC 2E06N						
					<b>Sub Total: \$</b>	<b>96.52</b>
					<b>Total: \$</b>	<b>96.52</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00337-5401002		\$96.52

**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

**Powered By: eSchoolMail****Print Date:** 08/21/2018 3:55:37 PM

**APPROVED**  
**10/03/18 - SANDRA MARTINS**

**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

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**

359821

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 08/21/2018

**Created Date:** 08/21/2018

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

**STORE  
NO. 0784**

**No.784**

Received by

Rose Purbich

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

```
=====
ITEM          QTY    PRICE    TOTAL
-----
New
Genki 1 (w/CD)
013167116     1@    $50.00    $45.00 N
Discount 10.00%      (5.00)
PJ - Department Discount-10%
```

```
New
Genki (Lv1 1)(w/bk)(w/CD)
013167112     1@    $24.00    $21.60 N
Discount 10.00%      (2.40)
PJ - Department Discount-10%
```

```
New
Handy Katakana Workbook
011856103     1@    $33.25    $29.92 N
Discount 10.00%      (3.33)
PJ - Department Discount-10%
```

Subtotal \$107.25  
Total Discount (10.73)

Total Sales Tax \$0.00

Total \$96.52

ARHousecharge \$96.52

Major Acct:505

Student ID:359821

Student Name: Liberal Arts

Major Account Name:COD Department Purchase

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

Items Purchased: 3

**YOU SAVED \$10.73**

Total Tender \$96.52

Change Due \$0.00



Associate: Vincent

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

=====

5856 0784 828 828 09/26/18 04:02 PM

SALE

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

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

\*\*\*\*\*

\* We want your feedback! \*

\* Go to: \*

\* www.follettexperience.com \*

\* \*

\* Get \$5 off on minimum \$40 purchase \*

\* \*

\* Validation Code: \_\_\_\_\_ \*

\* Offer expires 30 days from \*

\* purchase date. Exceptions apply, \*

\* see stores for complete details \*

\*\*\*\*\*

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO360167  
Invoice Date: 09/26/18  
PO Number: P0360167  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 00165  
Reviewer Name: Laurel Jolly-Mc Carthy  
Voucher Number: V0529268  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

September 26<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 Billing for PO #360167**

**TOTAL DUE: \$128.02**

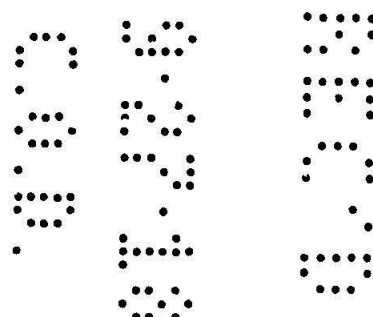
Please make your check payable to:

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: 630-942-2222  
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

**APPROVED**

**10/05/18 - THOMAS SCHRADER**

**PURCHASE ORDER**

360167

Page: 1

Release Method: Hard Copy

Release Date: 09/11/2018

Printed Date: 09/11/2018

**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):** 669080

**Requisitioner Name(s):** Marie Tenzinger

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	The Cosmic Prespective	\$128.02	\$128.02
Deliver To: Tenzinger, Marie						
Sub Total: \$						128.02
Total: \$						128.02

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00165-5401002		\$128.02

**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.

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

ITEM	QTY	PRICE	TOTAL
New			
Cosmic Perspective Solar Syste			
017833126	1@	\$142.25	\$128.02 N
Discount 10.00%			(14.23)
PJ - Department Discount-10%			

Subtotal	\$142.25
Total Discount	(14.23)

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

Total	\$128.02
-------	----------

ARHousecharge	\$128.02
---------------	----------

Major Acct:505

Student ID:360167

Student Name: Mathe and Natural Science

Major Account Name:COD Department Purchase

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

Items Purchased: 1

**YOU SAVED \$14.23**

Total Tender	\$128.02
--------------	----------

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



00784828585720180926

Associate: Vincent

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

5857 0784 828 828 09/26/18 04:04 PM

SALE

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

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

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

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: PO359820  
Invoice Date: 09/26/18  
PO Number: P0359820  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 00177  
Reviewer Name: Laurel Jolly-Mc Carthy  
Voucher Number: V0529269  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

September 26<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 Billing for PO #359820**

**TOTAL DUE: \$95.40**

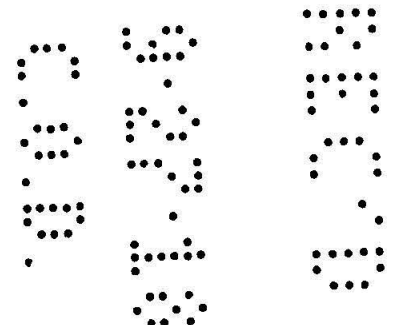
Please make your check payable to:

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

**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:**

1084330  
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**

359820

Page: 1

Release Method: Hard Copy

Release Date: 08/21/2018

Created Date: 08/21/2018

**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:** Jolly-McCarthy, Laurel

**PO Created By:** Towne, Jordan

**Purchase Order Comments:**

**Requisition Number(s):** 668687

**Requisitioner Name(s):** Laurel Jolly-McCarthy

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	019262763	1	Each	Microcontrollers textbook	\$8.10	\$8.10
<b>Deliver To:</b> Jolly-McCarthy, Laurel						
2	9780393912746	1	Each	Energy, Environment, Climate	\$87.30	\$87.30
<b>Deliver To:</b> Jolly-McCarthy, Laurel						
<b>Sub Total: \$</b>						<b>95.40</b>
<b>Total: \$</b>						<b>95.40</b>

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00177-5401002		\$8.10
01-10-00241-5401002		\$87.30

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [acctpay@cod.edu](mailto:acctpay@cod.edu) or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
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

**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

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**

359820

Page: 2

Release Method: Hard Copy

Release Date: 08/21/2018

Created Date: 08/21/2018

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

STORE  
NO. 0784

[illegible]

**No.784**

Received by

**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  
0784mgr@fhg.follett.com  
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
ENGIN 2223 Textbook (CUSTOM)			
019262763	1@	\$9.00	\$8.10 N
Discount 10.00%			(0.90)
PJ - Department Discount-10%			

Used			
Energy, Environment, & Climate			
013638269	1@	\$97.00	\$87.30 N
Discount 10.00%			(9.70)
PJ - Department Discount-10%			

Subtotal	\$106.00
Total Discount	(10.60)

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

Total	\$95.40
-------	---------

ARHousecharge	\$95.40
---------------	---------

Major Acct:505  
Student ID:359820  
Student Name: Math and Natural Sci  
Major Account Name:COD Department Purchase

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

Items Purchased: 2

**YOU SAVED \$10.60**

Total Tender	\$95.40
--------------	---------

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



Associate: Arrianne

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

5037 0784 818 818 09/26/18 02:49 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: PO359628  
Invoice Date: 10/02/18  
PO Number: P0359628  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 61018  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0529836  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

October 2<sup>nd</sup>, 2018

To whom it may concern

**APPROVED**

**10/05/18 - 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 PO #359628**

**TOTAL DUE: \$318.76**

Please make your check payable to:

**INVOICE REVIEWED**

Follett Higher Education Group  
College of DuPage Bookstore  
Store # 784 - MA # 105  
146 S. Lupton Center  
Chicago, IL 60677-3001

**OKAY TO PAY**

**YVONNE BEDFORD 10/04/18**

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**

359628

Page: 1

Release Method: Hard Copy

Release Date: 08/08/2018

Created Date: 08/08/2018

**Ship To:**

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Tracy Kline/SRC-1111

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 668471

Requisitioner Name(s): Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	978-1-59357-433-8	13	Each	Effective Workplace Communication	\$24.52	\$318.76
Deliver To: Tracy Kline/SRC-1111						
Sub Total: \$						318.76
Total: \$						318.76

Account Code Summary		
Account Code	Account Description	Amount
05-61-61018-5401002		\$318.76

**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**

359628

**Page:** 2

**Release Method:** Hard Copy

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

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

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

STORE  
NO. 0784

Received by

Lou Maggitt

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			
Effective Workplace Communicat			
018520399	13@	\$27.25	\$318.76 T
Discount 10.00%			(2.73)
PJ - Department Discount-10%			

Subtotal	\$354.25
Total Discount	(35.49)

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

Total	\$318.76
-------	----------

ARHousecharge	\$318.76
---------------	----------

Major Acct:505

Student ID:359628

Student Name: Cont Edu

Major Account Name:COD Department Purchase

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

Items Purchased: 13

**YOU SAVED \$35.49**

Total Tender	\$318.76
--------------	----------

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



00784817886320181001

Associate: Kristy

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

8863 0784 817 817 10/01/18 11:49 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: PO360406  
Invoice Date: 10/03/18  
PO Number: P0360406  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 61018  
Reviewer Name: Yvonne Bedford  
Voucher Number: V0529968  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

October 3<sup>rd</sup>, 2018

To whom it may concern

**APPROVED**

**10/05/18 - DANIEL DEASY**

Follett Higher Education Group is curving Accounts Receivable payment 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 PO #360406

**INVOICE REVIEWED**

**TOTAL DUE: \$133.20**

**OKAY TO PAY**

Please make your check payable to

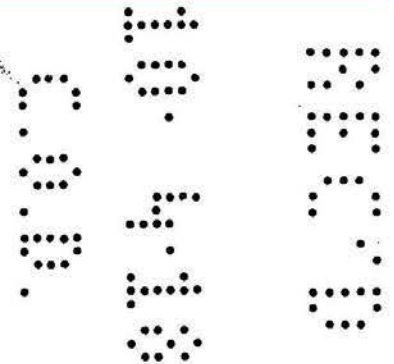
**YVONNE BEDFORD 10/04/18**

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

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**

360406

Page: 1

Release Method: Hard Copy

Release Date: 09/24/2018

Created Date: 09/24/2018

**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: Tracy Kline/SRC-1111

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 669320

Requisitioner Name(s): Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	1-57861-668-9	1	Each	Attainment's Aligning Life Skills to Academics	\$89.10	\$89.10
Deliver To: Tracy Kline/SRC-1111						
2	1-57861-596-8	1	Each	Attainment's Life Skill Lessons	\$44.10	\$44.10
Deliver To: Tracy Kline/SRC-1111						
Sub Total: \$						133.20
Total: \$						133.20

**Account Code Summary**

Account Code	Account Description	Amount
05-61-61018-5401002		\$133.20

**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

Powered By: eSchoolMail

Print Date: 09/24/2018 3:23:30 PM

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

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

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

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**

360406

**Page:** 2

**Release Method:** Hard Copy

**Release Date:** 09/24/2018

**Created Date:** 09/24/2018

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

**STORE  
NO. 0784**

**No.784**

Received by

Lou Maggitt

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			
Aligning Lifeskills to Academi			
019637558	1@	\$99.00	\$89.10 N
Discount 10.00%			(9.90)
PJ - Department Discount-10%			

New			
Life Skills Lessons			
019637557	1@	\$49.00	\$44.10 N
Discount 10.00%			(4.90)
PJ - Department Discount-10%			

Subtotal	\$148.00
Total Discount	(14.80)

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

Total	\$133.20
-------	----------

ARHousecharge	\$133.20
---------------	----------

Major Acct:505

Student ID:360406

Student Name: Cont Edu

Major Account Name:COD Department Purchase

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



Items Purchased: 2

**YOU SAVED \$14.80**

Total Tender	\$133.20
--------------	----------

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



Associate: Kristy

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

9122 0784 817 817 10/03/18 12:35 PM

SALE

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

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

\*\*\*\*\*  
\* 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: PO360637  
Invoice Date: 10/10/18  
PO Number: P0360637  
Check Number: 0241607  
Check Amount: \$ 6,760.84  
Check Date: 10/17/2018  
Department ID: 00145  
Reviewer Name: Laurel Jolly-Mc Carthy  
Voucher Number: V0534119  
Redaction Type: None  
Document Type: AP Invoice

Document Below



COLLEGE OF DuPAGE BOOKSTORE #784

October 10<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 PO #360637**

**TOTAL DUE: \$1,682.80**

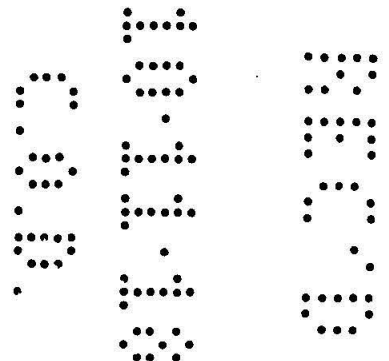
Please make your check payable to:

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

Thanks,

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

**REMITTANCE COPY**



Bill To:

**College of DuPage**

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

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

**Vendor:**

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

**PURCHASE ORDER**

360637

Page: 1

Release Method: Hard Copy

Release Date: 10/05/2018

Created Date: 10/05/2018

**Ship To:**

College of DuPage, Our Pick Up  
COD Will Pick Up  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
COD Will, Pick Up

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

**APPROVED**

Phone: (630) 942-2217  
Fax:

Deliver To: Marie Tenzinger

**10/12/18 - MARIANNE HUNNICUTT**

PO Created By: Towne, Jordan

**Purchase Order Comments:**

Requisition Number(s): 669482

Requisitioner Name(s): Marie Tenzinger

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9781498603058	40	Each	I-Clickers	\$42.07	\$1,682.80

Deliver To: Marie Tenzinger

Sub Total: \$ 1,682.80

Total: \$ 1,682.80

**Account Code Summary**

Account Code	Account Description	Amount
01-10-00145-5401002		\$1,682.80

**Terms and Conditions:**

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices which can be in any format including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to [invoicing@cod.edu](mailto:invoicing@cod.edu). Questions about payment status or other inquiries, please email [accpay@cod.edu](mailto:accpay@cod.edu) or call 630-942-2226.
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, your separate letter 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. Un-disputed invoices will be paid within 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.

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

ITEM	QTY	PRICE	TOTAL
New iclicker+ (Student Remote) (RE 018306731 40@ \$46.75			\$1,682.80 T
Discount 10.00%			(4.68)
WJ - School Faculty-10%			

Subtotal \$1,870.00

Total Discount (187.20)

Total Sales Tax \$0.00

Total \$1,682.80

ARHousecharge \$1,682.80

Major Acct:505

Student ID:360637

Student Name:Marie Tenzinger

Major Account Name:COD Department Purchase

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

Items Purchased: 40

**YOU SAVED \$187.20**

Total Tender \$1,682.80

Change Due \$0.00



Associate: hannah

Thank You For Shopping At  
FOLLETT STORE 0784

Please Save Receipt for Return

7182 0784 828 828 10/09/18 03:35 PM

SALE

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

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

\*\*\*\*\*  
\* We want your feedback! \*

\* Go to: \*

\* www.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 \*

\*\*\*\*\*