

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084587
Vendor Name: Follett Higher Education
Invoice Number: PO360431
Invoice Date: 10/03/18
PO Number: P0360431
Check Number: E0069650
Check Amount: \$ 18.00
Check Date: 10/10/2018
Department ID: 00297
Reviewer Name: Frank Jackowiak
Voucher Number: V0529967
Redaction Type: None
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

October 3rd, 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.

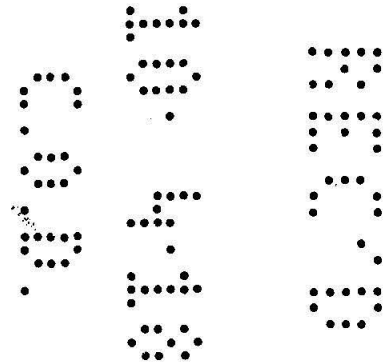
The attached invoices for this term are now due within 30 days from this notice.

Follett's College of DuPage Bookstore Bill for PO #360431

TOTAL DUE: \$18.00

Please make your check payable to:

Follett Higher Education Group
Collège 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

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:

1084587
Follet Higher Education
College of Dupage Bookstore
3146 Solutions Center
Chicago, IL 60677-1000
Attn: Customer Service

Phone: 123-123-1234
Fax:

PURCHASE ORDER

360431

Page: 1

Release Method: Hard Copy

Release Date: 09/25/2018

Created Date: 09/25/2018

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: Grider, Patrick**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 669409**Requisitioner Name(s):** Patrick Grider

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		3	Each	12.25lb Tube of gray clay	\$7.50	\$22.50
Deliver To: Grider, Patrick						

Sub Total: \$ 22.50

Total: \$ 22.50

Account Code	Account Description	Amount
01-10-00297-5401002		\$22.50

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 CO's Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified 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

Patrick Grider

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
ART/PRINT/PHOTOGRAPHIC SUPPLY			
00000074	3@	\$7.50	\$18.00 T
Discount 20.00%			(1.50)
PL - Department Discount-20%			

Subtotal	\$22.50
Total Discount	(4.50)

Total Sales Tax	\$0.00
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Total	\$18.00
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ARHousecharge	\$18.00
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Major Acct:505

Student ID:360431

Student Name: Art

Major Account Name:COD Department Purchase

Signature:_____

Items Purchased: 3

YOU SAVED \$4.50

Total Tender	\$18.00
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Change Due	\$0.00
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00784817904020181002

Associate: Shaba

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return

9040 0784 817 817 10/02/18 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.

* 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 *
