

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084530

Vendor Name: Follett's College of DuPage

Invoice Number: PO359502

Invoice Date: 08/09/18

PO Number: P0359502

Check Number: 0244508

Check Amount: \$ 4,695.06

Check Date: 11/14/2018

Department ID: 00797

Reviewer Name:

Voucher Number: V0522864

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

August 9th, 2018

APPROVED

To whom it may concern

11/01/18 - MIA IGYARTO

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

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

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

Follett's College of DuPage Bookstore Bill for P.O. #359502

TOTAL DUE: \$549.50

Please make your check payable to:

INVOICE REVIEWED

Follett Higher Education Group
College of DuPage Bookstore
Store #784 - Mail #105
346 Solution Center
Chicago, IL 60677-3001

OKAY TO PAY

JACQUELYN CAMPAGNOLO 08/09/18

Thanks,

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

REMITTANCE COPY

Bill To:**College of DuPage**

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

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

Vendor:

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

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

PURCHASE ORDER

359502

Page: 1

Release Method: Hard Copy

Release Date: 08/02/2018

Created Date: 08/02/2018

Ship To:

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

Purchasing, Manager

Phone: 630-942-2238

Fax: 630-942-2417

Deliver To: Campagnolo, Jacquelyn**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 668349**Requisitioner Name(s):** Jacquelyn Campagnolo

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		10	Each	Visa Gift Cards for Group/Team Employee Recognition Program I Am COD Awards including activation fee	\$50.00	\$500.00
Deliver To: Campagnolo, Jacquelyn						
2		10	Each	Activation fee for gift cards	\$4.95	\$49.50
Deliver To: Campagnolo, Jacquelyn						
					Sub Total: \$	549.50
					Total: \$	549.50

Account Code Summary

Account Code	Account Description	Amount
01-80-00797-5209010		\$549.50

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. 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

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

359502

Page: 2

Release Method: Hard Copy

Release Date: 08/02/2018

Created Date: 08/02/2018

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

STORE
NO. 0784

Customer's Order No.						Date			
359502.						8-7-18		20	
Sold to									
HUMAN RESOURCES									
Address									
City									
CAMPAGNOLO, JACQUELYN									
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out			
Quantity	Description					Price	Amount		
10	\$50 VISA GC.					50	500	00	
	ACTIVATION FEE					4.95	49	50	
						Tax			
Thank You In case of claims or returned goods please present this bill.						Total	549	50	

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
=====			
\$50 UNIV VISA SPARKLE			
016000327	1@	\$50.00	\$50.00 N
Issue			
Gift Card Number: 6733			

\$4.95 FEE-BHN VISA \$50 CARD			
013971037	1@	\$4.95	\$4.95 N

Subtotal			\$54.95
----------	--	--	---------

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

Total			\$54.95
-------	--	--	---------

ARHousecharge			\$54.95
---------------	--	--	---------

Major Acct:505
Student ID:359502
Student Name: human resources
Major Account Name:COD Department Purchase

Signature:_____

Items Purchased: 2

Total Tender			\$54.95
--------------	--	--	---------

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



Associate: Shaba

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return

=====

6316	0784	802	802	08/07/18 01:29 PM
------	------	-----	-----	-------------------

SALE

*****Return Policy*****

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

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

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

Follett's 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
------	-----	-------	-------

TEXT RENTAL GOODWILL REIMBURSM			
014377785	1@	\$54.95	\$(54.95)N

Item Condition: NA

Subtotal	\$(54.95)
----------	-----------

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

Total	\$(54.95)
-------	-----------

ARHousecharge	\$(54.95)
---------------	-----------

Major Acct:505

Student ID:359502

Student Name: human resources

Major Account Name:COD Department Purchase

Items Returned: 1

Total Tender	\$(54.95)
--------------	-----------

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



Associate: Shaba

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return

6315 0784 802 802 08/07/18 01:27 PM

RETURN

*****Return Policy*****

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* Course Materials should be in its *
* original condition. *

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* *
* Get \$5 off on minimum \$40 purchase *
* *
* Validation Code:_____ *
* Offer expires 30 days from *
* purchase date. Exceptions apply, *
* see stores for complete details *

Follett's 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
------	-----	-------	-------

\$50 UNIV VISA SPARKLE 016000327	1@	\$50.00	\$50.00 N
Issue			
Gift Card Number: 4899			

\$4.95 FEE-BHN VISA \$50 CARD 013971037	1@	\$4.95	\$4.95 N
--	----	--------	----------

\$50 UNIV VISA SPARKLE 016000327	1@	\$50.00	\$50.00 N
Issue			
Gift Card Number: 8063			

\$4.95 FEE-BHN VISA \$50 CARD 013971037	1@	\$4.95	\$4.95 N
--	----	--------	----------

\$50 UNIV VISA SPARKLE 016000327	1@	\$50.00	\$50.00 N
Issue			
Gift Card Number: 3333			

\$4.95 FEE-BHN VISA \$50 CARD 013971037	1@	\$4.95	\$4.95 N
--	----	--------	----------

\$50 UNIV VISA SPARKLE 016000327	1@	\$50.00	\$50.00 N
Issue			
Gift Card Number: 7772			

\$4.95 FEE-BHN VISA \$50 CARD 013971037	1@	\$4.95	\$4.95 N
--	----	--------	----------

\$50 UNIV VISA SPARKLE 016000327	1@	\$50.00	\$50.00 N
Issue			
Gift Card Number: 5253			

\$4.95 FEE-BHN VISA \$50 CARD 013971037	1@	\$4.95	\$4.95 N
--	----	--------	----------

\$50 UNIV VISA SPARKLE 016000327	1@	\$50.00	\$50.00 N
Issue			
Gift Card Number: 3861			

\$4.95 FEE-BHN VISA \$50 CARD
013971037 1@ \$4.95 \$4.95 N

\$50 UNIV VISA SPARKLE
016000327 1@ \$50.00 \$50.00 N
Issue
Gift Card Number: 7903

\$4.95 FEE-BHN VISA \$50 CARD
013971037 1@ \$4.95 \$4.95 N

\$50 UNIV VISA SPARKLE
016000327 1@ \$50.00 \$50.00 N
Issue
Gift Card Number: 8165

\$4.95 FEE-BHN VISA \$50 CARD
013971037 1@ \$4.95 \$4.95 N

\$50 UNIV VISA SPARKLE
016000327 1@ \$50.00 \$50.00 N
Issue
Gift Card Number: 3749

\$4.95 FEE-BHN VISA \$50 CARD
013971037 1@ \$4.95 \$4.95 N

\$50 UNIV VISA SPARKLE
016000327 1@ \$50.00 \$50.00 N
Issue
Gift Card Number: 7563

\$4.95 FEE-BHN VISA \$50 CARD
013971037 1@ \$4.95 \$4.95 N

Subtotal \$549.50
Total Sales Tax \$0.00
Total \$549.50

ARHousecharge \$549.50
Major Acct:505
Student ID:359502
Student Name: human resources
Major Account Name:COD Department Purchase
Signature:_____

Items Purchased: 20
Total Tender \$549.50
Change Due \$0.00



Associate: Mitchell

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return

6312 0784 802 802 08/07/18 01:04 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.

* 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: 360309
Invoice Date: 09/26/18
PO Number: P0360309
Check Number: 0244508
Check Amount: \$ 4,695.06
Check Date: 11/14/2018
Department ID: 00177
Reviewer Name: Laurel Jolly-Mc Carthy
Voucher Number: V0529261
Redaction Type: None
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

September 26th, 2018

To whom it may concern,

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

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

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

Follett's College of DuPage Bookstore Billing for PO #360309

TOTAL DUE: \$45.45

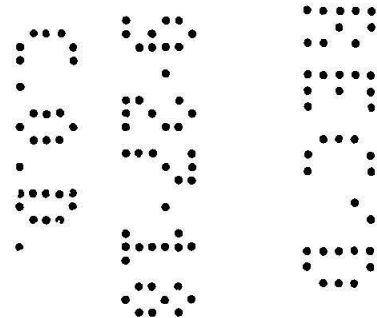
Please make your check payable to:

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

Thanks,

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

REMITTANCE COPY



Bill To:**College of DuPage**

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

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

Vendor:

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

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

PURCHASE ORDER

360309

Page: 1

Release Method: Hard Copy

Release Date: 09/18/2018

Created Date: 09/18/2018

Ship To:

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

APPROVED
10/04/18 - THOMAS SCHRADER

Phone: (630) 942-2217

Fax:

Deliver To: Jolly-McCarthy, Laurel**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 669246**Requisitioner Name(s):** Laurel Jolly-McCarthy

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9780738098876	1	Each	Intro to Digital Systems lab manual	\$45.45	\$45.45
Deliver To: Jolly-McCarthy, Laurel						
Sub Total: \$						45.45
Total: \$						45.45

Account Code Summary

Account Code	Account Description	Amount
01-10-00177-5401002		\$45.45

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. 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.
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5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified

Bill To:**College of DuPage**

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

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

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

PURCHASE ORDER

360309

Page: 2

Release Method: Hard Copy

Release Date: 09/18/2018

Created Date: 09/18/2018

**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@fhcg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Labs for Digital Systems (Cust			
018291362	1@	\$50.50	\$45.45 N
Discount 10.00%			(5.05)
PJ - Department Discount-10%			

Subtotal	\$50.50
Total Discount	(5.05)

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

Total	\$45.45
-------	---------

ARHousecharge	\$45.45
---------------	---------

Major Acct:505

Student ID:360309

Student Name: Math and Natural Science

Major Account Name:COD Department Purchase

Signature:_____

Items Purchased: 1

YOU SAVED \$5.05

Total Tender	\$45.45
--------------	---------

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



Associate: Vincent

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return

5858 0784 828 828 09/26/18 04:09 PM

SALE

*****Return Policy*****

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

* 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: PO359354
Invoice Date: 09/25/18
PO Number: P0359354
Check Number: 0244508
Check Amount: \$ 4,695.06
Check Date: 11/14/2018
Department ID: 15065
Reviewer Name: Cynthia Yearman
Voucher Number: V0533980
Redaction Type: None
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

September 25th, 2018

To whom it may concern,

APPROVED

10/16/18 - LISA STOCK

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

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

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

Follett's College of DuPage Bookstore Billing for PO #359354

TOTAL DUE: \$290.56

Please make your check payable to:

**INVOICE REVIEWED
OKAY TO PAY**

Follett Higher Education Group
College of DuPage Bookstore
Store # 784 PO # 445
3146 Solution Center
Chicago, IL 60677-3001

Thanks,

CYNTHIA YEARMAN 10/11/18

Lian Goering
Follett's College of DuPage
Bookstore # 784
Store Director
Phone : (630) 942 4347
Fax : (630) 858 2982
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.		359354		Date		9/17/18		20	
Sold to									
LEARNING COMMONS									
Address									
RECTIFIED TX REF ORG TX 9/15/18									
City									
\$241.53									
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out			
Quantity	Description					Price	Amount		
2	SKU-015046403					37.47	79	94	
	COMPLETE TEST PREP								
4	SKU-015982838					20.75	83	00	
	PRE 9ED MATH REASONING								
4	SKU-017844059					22.50	90	00	
	MATH SENSE 2								
	DEPT DISC 10%								
INVOICE REVIEWED						Tax			
Thank You						In case of return, please return goods to original bill	Total	223	12

OKAY TO PAY

No. 784

Received by

CYNTHIA YEARMAN 10/11/

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			
Steck Vaughn GED Test Prep Com			
015046403	2@	\$37.47	\$67.44 T
Discount 10.00%			(3.75)
PJ - Department Discount-10%			

New			
SV PRE-GED 2014 MATH REASONING			
015982838	4@	\$20.75	\$74.68 T
Discount 10.00%			(2.08)
PJ - Department Discount-10%			

New			
Math Sense Book 2 Focus On Pr			
017844059	4@	\$22.50	\$81.00 T
Discount 10.00%			(2.25)
PJ - Department Discount-10%			

Subtotal	\$247.94
Total Discount	(24.82)

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

Total	\$223.12
-------	----------

ARHousecharge	\$223.12
---------------	----------

Major Acct:505

Student ID:359354

Student Name: Learning Commons

Major Account Name:COD Department Purchase

Signature: _____

Items Purchased: 10

YOU SAVED \$24.82

Total Tender	\$223.12
--------------	----------

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



Associate: Shaba

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return

8399 0784 817 817 09/17/18 07:57 PM

SALE

*****Return Policy*****

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* 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 *

**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			
Steck Vaughn GED Test Prep Com			
015046403	2@	\$37.47	\$67.44 T
Discount 10.00%			(3.75)
PJ - Department Discount-10%			

Subtotal	\$74.94
Total Discount	(7.50)

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

Total	\$67.44
-------	---------

ARHousecharge	\$67.44
---------------	---------

Major Acct:505

Student ID:359354

Student Name: Learning Commons

Major Account Name:COD Department Purchase

Signature:_____

Items Purchased: 2

YOU SAVED \$7.50

Total Tender	\$67.44
--------------	---------

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



Associate: Shaba

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return

9916 0784 802 802 09/25/18 10:27 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

359354

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 07/24/2018

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: c yearman src 2102**PO Created By:** Cernick, Beth**Purchase Order Comments:****Requisition Number(s):** 668165**Requisitioner Name(s):** Cynthia Yearman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		4	Each	Follett's Steck-Vaughn "Complete GED Preparation" for off-campus	\$33.72	\$134.88
Deliver To: c yearman src 2102						
2		4	Each	Pre-GED Math, New Reader's Press," Math Sense 2-Focus on Problem Solving"	\$20.25	\$81.00
Deliver To: c yearman src 2102						
3		4	Each	Follett's Steck-Vaughn "Mathematical Reasoning"	\$24.90	\$99.60
Deliver To: c yearman src 2102						
					Sub Total: \$	315.48
					Total: \$	315.48

Account Code Summary

Account Code	Account Description	Amount
01-10-15065-5401002		\$315.48

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. 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.

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

359354

Page: 2**Release Method:** n/a**Release Date:** n/a**Created Date:** 07/24/2018

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.

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO360722
Invoice Date: 10/10/18
PO Number: P0360722
Check Number: 0244508
Check Amount: \$ 4,695.06
Check Date: 11/14/2018
Department ID: 99667
Reviewer Name: None
Voucher Number: V0534118
Redaction Type: None
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

October, 10th, 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 #360722

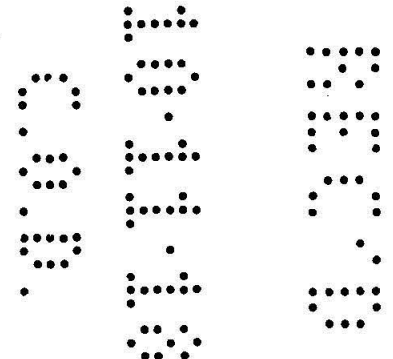
TOTAL DUE: \$3,708.80

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

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

PURCHASE ORDER

360722

Page: 1

Release Method: Hard Copy

Release Date: 10/10/2018

Created Date: 10/10/2018

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: Hernandez, Shannon**PO Created By:** Towne, Jordan**Purchase Order Comments:****Requisition Number(s):** 669693**Requisitioner Name(s):** Shannon Hernandez

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		61	Each	Nurse Pins	\$60.80	\$3,708.80
Deliver To: Hernandez, Shannon						

Sub Total: \$ 3,708.80

Total: \$ 3,708.80

Account Code Summary

Account Code	Account Description	Amount
10-99-99667-2900099		\$3,708.80

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. 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

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

GRAD PRODUCT/TAXABLE			
000000149	61@	\$76.00	\$3,708.80 T
Discount 20.00%			(15.20)
PL - Department Discount-20%			

Subtotal			\$4,636.00
----------	--	--	------------

Total Discount			(927.20)
----------------	--	--	----------

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

Total			\$3,708.80
-------	--	--	------------

ARHousecharge			\$3,708.80
---------------	--	--	------------

Major Acct:505

Student ID:360722

Student Name:Sarah Born

Major Account Name:COD Department Purchase

Signature:_____

Items Purchased: 61

YOU SAVED \$927.20

Total Tender			\$3,708.80
--------------	--	--	------------

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



00784818583720181010

Associate: Shaba

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return

5837 0784 818 818 10/10/18 05:12 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.

* 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: PO360653
Invoice Date: 10/15/18
PO Number: P0360653
Check Number: 0244508
Check Amount: \$ 4,695.06
Check Date: 11/14/2018
Department ID: 00109
Reviewer Name: Anna Gay
Voucher Number: V0535118
Redaction Type: None
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #784

October 15th, 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 #360653

TOTAL DUE: \$73.75

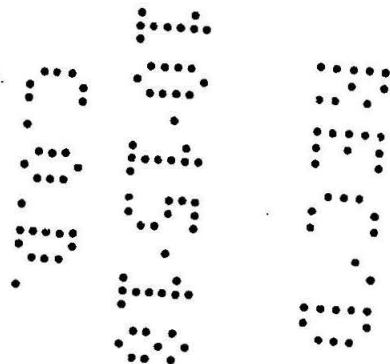
Please make your check payable to:

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

Thanks,

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

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

360653

Page: 1

Release Method: Hard Copy

Release Date: 10/08/2018

Created Date: 10/08/2018

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: Gay, Anna

PO Created By: Towne, Jordan

Purchase Order Comments:

APPROVED**10/23/18 - CHARLES BOONE**

Requisition Number(s): 660587

Requisitioner Name(s): Anna Gay

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Wedding Planning and Management Text 9780415644457 Daniels	\$73.75	\$73.75
Deliver To: Gay, Anna						

Sub Total: \$ 73.75

Total: \$ 73.75

Account Code Summary

Account Code	Account Description	Amount
01-10-00109-5401002		\$73.75

Terms and Conditions:

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

Bill To: .**College of DuPage**

College of DuPage Accounts Payable

425 Fawell Blvd.

Glen Ellyn, IL 60137

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

PURCHASE ORDER

360653

Page: 2**Release Method:** Hard Copy**Release Date:** 10/08/2018**Created Date:** 10/08/2018

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

STORE
NO. 0784

Customer's Order No.						Date			
360653.						10 / 10 / 18		20	
Sold to									
HOSPITALITY									
Address									
City									
ANNA GAY									
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out			
Quantity	Description					Price	Amount		
1	SKU - 015163654.						81 95		
	WEDDING PLANNING &								
	MGMT LND.								
	DEPT DISC 10%								
						Tax			
Thank You						Total	73 75		
In case of claims or returned goods please present this bill.									

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			
Wedding Planning & Management			
015163654	1@	\$81.95	\$73.75 N
Discount 10.00%			(8.20)
PJ - Department Discount-10%			

Subtotal	\$81.95
Total Discount	(8.20)

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

Total	\$73.75
-------	---------

ARHousecharge	\$73.75
---------------	---------

Major Acct:505

Student ID:360653

Student Name: Hospitality

Major Account Name:COD Department Purchase

Signature:_____

Items Purchased: 1

YOU SAVED \$8.20

Total Tender	\$73.75
--------------	---------

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



00784818587820181011

Associate: Shaba

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return...

5878 0784 818 818 10/11/18 09:52 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.

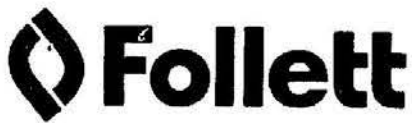
* Course materials have two days for full*
* refund from the time of purchase. *
* Course Materials should be in its *
* original condition. *

* 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: PO360963
Invoice Date: 11/02/18
PO Number: P0360963
Check Number: 0244508
Check Amount: \$ 4,695.06
Check Date: 11/14/2018
Department ID: 61008
Reviewer Name: Yvonne Bedford
Voucher Number: V0541187
Redaction Type: None
Document Type: AP Invoice

Document Below



COLLEGE OF DUPAGE BOOKSTORE #78

APPROVED

November 2nd, 2018

11/06/18 - DANIEL DEASY

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 #360963

INVOICE REVIEWED

TOTAL DUE: \$27.00

Please make your check payable

OKAY TO PAY

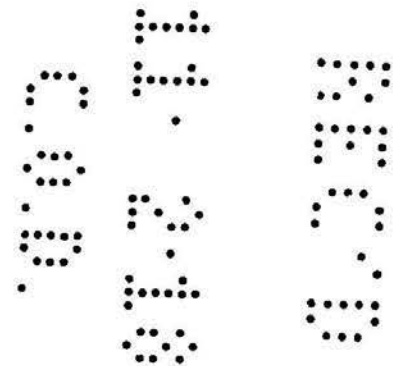
YVONNE BEDFORD 11/05/18

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

REMITTANCE COPY



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

STORE
NO. 0784

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

New
Great Decisions 2018
018579330 1@ \$30.00 \$27.00 N
Discount 10.00% (3.00)
PJ - Department Discount-10%

Subtotal \$30.00
Total Discount (3.00)

Total Sales Tax \$0.00

Total \$27.00

ARHousecharge \$27.00

Major Acct:505
Student ID:360963
Student Name: Cont Edu
Major Account Name:COD Department Purchase

Signature:_____

Items Purchased: 1

YOU SAVED \$3.00

Total Tender \$27.00

Change Due \$0.00



Associate: Shaba

=====

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return

=====

8801 0784 828 828 11/02/18 11:04 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

360963

Page: 1**Release Method:** Hard Copy**Release Date:** 10/25/2018**Created Date:** 10/25/2018**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:** Castellanos, Susan**Purchase Order Comments:****Requisition Number(s):** 669971**Requisitioner Name(s):** Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	978-0-87124-261-7	1	Each	Great Decisions 2018 Briefing Book	\$27.00	\$27.00
Deliver To: Julie Konczyk/SRC-1111						
Sub Total: \$						27.00
Total: \$						27.00

Account Code Summary		
Account Code	Account Description	Amount
05-61-61008-5401002		\$27.00

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

Bill To:**College of DuPage**

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

Accounts Payable, SRC2049

Phone: 630-942-2228

Fax: 630-858-9078

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

PURCHASE ORDER

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Release Method: Hard Copy

Release Date: 10/25/2018

Created Date: 10/25/2018