

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084530

Vendor Name: Follett's College of DuPage

Invoice Number: 021120

Invoice Date: 02/11/20

PO Number: P0368689

Check Number: 0266624

Check Amount: \$ 4,770.59

Check Date: 04/14/2020

Department ID: 15065

Reviewer Name:

Voucher Number: V0614512

Redaction Type: None

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

Document Below

From: zerrudom@cod.edu
Sent: Tue Mar 24 13:22:50 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Attached Document

[attachment: 321Z43L_04VCNG4C1004Q1R_page1.tif]
[attachment: 321Z43L_04VCNG4C1004Q1R_page2.tif]
[attachment: 321Z43L_04VCNG4C1004Q1R_page3.tif]
[attachment: 321Z43L_04VCNG4C1004Q1R_page4.tif]
[attachment: 321Z43L_04VCNG4C1004Q1R_page5.tif]

From: patelsh@cod.edu
Sent: Thu Mar 19 11:24:52 CDT 2020
To: invoicing@cod.edu
CC: annarellap@cod.edu
Subject: COD bookstore- PO status

Good Morning

I was hoping to get the status on receiving a PO for payments on two department purchases.
We have one from August 2019 and the total is for \$ 1, 164.48. and the second one is from February 20 for \$ 227.40. Please see the attachment for details.

Thanks
Shaba

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

STORE
NO. 0784

[illegible]

Received by

Yusef Bergus

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084530

Vendor Name: Follett's College of DuPage

Invoice Number: 033120.

Invoice Date: 03/31/20

PO Number:

Check Number: 0266624

Check Amount: \$ 4,770.59

Check Date: 04/14/2020

Department ID: 99667

Reviewer Name:

Voucher Number: V0615830

Redaction Type: None

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

Document Below

From: zerrudom@cod.edu
Sent: Wed Apr 01 15:01:10 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Check Request - Folletts

From: Accounts Payable
Sent: Wednesday, April 1, 2020 3:00 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: Check Request - Folletts

Marivic,
Please process.

From: Hernandez, Shannon <hernan@cod.edu>
Sent: Tuesday, March 31, 2020 4:50 PM
To: Accounts Payable <acctpay@cod.edu>
Subject: Re: Check Request - Folletts

Here is the correct attachment - I scanned the wrong one! Thanks!

From: Hernandez, Shannon
Sent: Tuesday, March 31, 2020 4:38 PM
To: Accounts Payable
Subject: Check Request - Folletts

Thanks!

Shannon

College of DuPage - Accounts Payable
Check Request Form
revised 11/20/19

emailed
3/31

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Non-Purchase Order Procedure No. 10-65.

Date: 3/31/2020
Vendor ID: 1084530

Invoice Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
	10	99	99667	2900099	Funds Held in Custody of Other	\$ 95.99
Grand Total						\$ 95.99

Check the appropriate box below and sign

- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is requested.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver of this request will notify Accounts Payable of when the goods/services have been provided in a satisfactory condition/manner.

Payee Name: Follett's College of DuPage

Other Instructions:

Payee Address: 425 Fawell Blvd; Glen Ellyn, IL 60137

Description on Check:

Giveaways for student appreciation days.

Approvals:

Prepared By: Shannon Hernandez

Approved By: Chuck Steele Date: 3/31/20

Signature: Shannon Hernandez

Signature: Chuck Steele

Payment Due: 4/17/2020

Approved By: Date:

Board Approved Date:

Signature:

Approved By Division VP: Date:

Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

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

03/06/20 03:18 PM
Trans: 0975 Store: 0784
Reg: 103 Till: 103
Cashier: Arrianne Sales: Arrianne
Customer: Department

* Canceled Transaction *

Sale



HOOD/PROMO IC FSN/APURP/LG/.
020579345 1@ \$15.99 \$12.79 T
Discount 20.00% (3.20)
PL - Department Discount-20%

JKT/PACKNGO CLRBK/GR/BK/LG/.
018507498 1@ \$44.00 \$35.20 T
Discount 20.00% (8.80)
PL - Department Discount-20%

UA HOOD/ARMR FLC 3/FORST/LG/.
019111011 1@ \$60.00 \$48.00 T
Discount 20.00% (12.00)
PL - Department Discount-20%

Subtotal \$119.99
Total Discount (24.00)

Total Sales Tax ~~\$7.92~~ tax exempt
Total ~~\$103.91~~
75.99

Total Tender 0.00

* Canceled Transaction *

Store Copy

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

Valid ID and receipt required for all

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO369093
Invoice Date: 03/04/20
PO Number: P0369093
Check Number: 0266624
Check Amount: \$ 4,770.59
Check Date: 04/14/2020
Department ID: 63002
Reviewer Name: Yvonne Bedford
Voucher Number: V0615909
Redaction Type: None
Document Type: AP Invoice

Document Below

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. 369 093		Date 3/4/20 20	
Sold to CONT EDU			
Address [REDACTED]			
City [REDACTED]			
Sold by	Est.	Charge	Em. Acct.
Quantity	Description	Price	Amount
22	SKU - 018877722	99	2178.00
	DEPT DISC		
21	SKU - 018510418	99	2079.00
	GUIDE TO PROJECT MGMT		
21	PMP STUDY GUIDE (N)	62	1,302.00
	978 1119 420903		
	SKU - 018744552		
	DEPT DISC		
Thank You		Tax	
In case of claims or returned goods please present this bill.		Total	4,447.20

No. 784

Received by

[Signature]

INVOICE REVIEWED
OKAY TO PAY
YVONNE BEDFORD 04/07/20

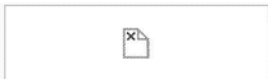
From: zerrudom@cod.edu
Sent: Fri Apr 03 13:08:54 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: PO#369093

From: Gonzalez, Balo
Sent: Friday, April 3, 2020 1:07 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Re: PO#369093

Thanks for your help Maria.

Attached is the invoice.

Balo Gonzalez
Store Manager



Tel: 630.942.4353 | Cell: 630.608.3024
Follett Higher Education Group
College of DuPage Bookstore
425 Fawell Blvd, Glen Ellyn, IL 60137
bgonzalez@follett.com | follettgonzalez@cod.edu
www.codbooks.com | www.follett.com

Improving the world by inspiring learning and shaping education.

From: Zerrudo, Maria
Sent: Thursday, April 2, 2020 4:15:09 PM
To: Gonzalez, Balo
Subject: FW: PO#369093

This is not an invoice. This is a statement

I attached a sample invoice

From: Gonzalez, Balo
Sent: Thursday, April 2, 2020 1:06 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Re: PO#369093

Maria,

My apologies as Shaba is generally the one who handles the invoicing and she is furloughed.

I know she mentioned she had sent the invoice before.

This is the only other statement I have to provide. If this does not meet the requirements, could you provide me a sample of what she has sent you in the past?

Thanks.

Balo Gonzalez

Store Manager



Tel: 630.942.4353 | Cell: 630.608.3024
Follett Higher Education Group
College of DuPage Bookstore
425 Fawell Blvd, Glen Ellyn, IL 60137
bgonzalez@follett.com | follettgonzalez@cod.edu
www.codbooks.com | www.follett.com

Improving the world by inspiring learning and shaping education.

From: Zerrudo, Maria
Sent: Thursday, April 2, 2020 12:26:00 PM
To: Gonzalez, Balo
Cc: Bedford, Yvonne
Subject: FW: PO#369093

Hi,

The attached is **NOT AN INVOICE.**

You attached the "Transaction details" of the purchase. **This is not an invoice.**
AP can't pay out of Transaction Details.

AP ONLY PAY OUT OF AN ACTUAL INVOICE.

Thanks

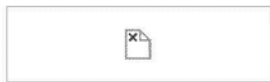
Marivic

From: Gonzalez, Balo
Sent: Thursday, April 2, 2020 12:20 PM
To: Invoicing <invoicing@cod.edu>
Cc: Zerrudo, Maria <zerrudom@cod.edu>
Subject: PO#369093

Please see the attached invoice for PO#369093.

Balo Gonzalez

Store Manager



Tel: 630.942.4353 | Cell: 630.608.3024

Follett Higher Education Group

College of DuPage Bookstore

425 Fawell Blvd, Glen Ellyn, IL 60137

bgonzalez@follett.com | follettgonzalez@cod.edu

www.codbooks.com | www.follett.com

Improving the world by inspiring learning and shaping education.





