

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084587
Vendor Name: Follett Higher Education
Invoice Number: 03.03.2020
Invoice Date: 03/03/20
PO Number:
Check Number: E0079989
Check Amount: \$ 23,380.20
Check Date: 04/29/2020
Department ID: 00000
Reviewer Name:
Voucher Number: V0607584
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

College of DuPage - Accounts Payable
Check Request Form
revised 3/27/17

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 - Check Request Procedure No. 10-65.

Date: 3/5/2020
Vendor ID: 1084587

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
03.03.2020		01	00	00000	2300016	Other Students Bookbills	\$ 23,380.20
Grand Total							\$ 23,380.20

--- \$1,000 and Greater: Approval of Division Vice President Required ---

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 appropriate at this time.
- ☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Follett Bookstore

Other
Instructions:

Payee Address:

Description on Check:

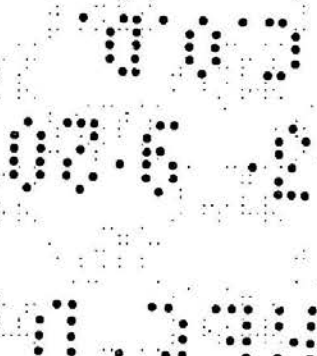
2020SP Follett Bookstore Charges from February 24th through 29th, 2020.

Approvals:

Prepared By: David Hamler
Signature: [Signature]
Payment Due: 4/4/2020
Board Approved Date: _____

Reviewed by: M. RESNICK Date: 03/06/20
Signature: [Signature]
Approved By: D. Viridilio Date: 3/9/2020
Signature: [Signature]
Approved By Division VP: [Signature] Date: 3-9-2020
Signature: [Signature]

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



March 03, 2020

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 FA Link Bookstore Bill for Spring 2020

February 24, 2020 thru February 29, 2020

TOTAL DUE: \$ 23,380.20

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore
Store # 784 MA # 7840000001
3146 Solution Center
Chicago, IL 60677-3001**

Thanks,

**Shaba Patel
Follett's College of DuPage
Bookstore # 784
Operations Manager
Phone : (630) 942 4347
Fax : (630) 858 2982
spatel@follett.com**