

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084530

Vendor Name: Follett's College of DuPage

Invoice Number: 091419

Invoice Date: 08/14/19

PO Number: P0369114

Check Number: 0267839

Check Amount: \$ 1,150.12

Check Date: 05/12/2020

Department ID: 00431

Reviewer Name:

Voucher Number: V0614513

Redaction Type: None

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

Document Below

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

**INVOICE REVIEWED
OKAY TO PAY
ANABEL CRUZ 04/16/20**

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.		Date		8/14/19		20	
Sold to		Chuck Steele For COD/IYC intergovernmental agreement					
Address		COD 425 Fawell Blvd					
City		Glen Ellyn IL 60137					
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out	
Quantity	Description					Price	Amount
<div style="border: 2px solid green; padding: 10px; text-align: center;">APPROVED 04/16/20 - MARIANNE HUNNICUTT</div>							
Tax							
Total						1150.12	

Thank You In case of claims or returned goods please present this bill.

No.784

Received by

[Signature] + 14.36
1,164.48

SST 2C FSN 2LINE A/GRHTR/XL
008770008 2@ \$17.95 \$28.72 T
Discount 20.00% (3.59)
PL - Department Discount-20%

SST 2C FSN 2LINE A/GRHTR/LG
008770007 2@ \$17.95 \$28.72 T
Discount 20.00% (3.59)
PL - Department Discount-20%

SST 2C FSN 2LINE A/GRHTR/MED
008770006 3@ \$17.95 \$43.08 T
Discount 20.00% (3.59)
PL - Department Discount-20%

New
Career Fitness Program (w/MySt
016242012 8@ \$128.75 \$824.00 T
Discount 20.00% (25.75)
PL - Department Discount-20%

New
Oral Communication
018698392 8@ \$35.25 \$225.60 T
Discount 20.00% (7.05)
PL - Department Discount-20%

Subtotal \$1,437.65
Total Discount (287.53)

Total Sales Tax \$94.88
Total \$1,245.00

Total Tender 0.00

* Canceled Transaction *

SST 2C FSN 2LINE A/GRHTR/LG
008770007 1@ \$17.95 \$14.36 T
Item Comment: customer is doing a size swa
p for department. Ad 8/15/19
Discount 20.00% (3.59)
PL - Department Discount-20%

Subtotal \$17.95
Total Discount (3.59)

Total Sales Tax \$1.18
Total \$15.54

Total Tender 0.00

* Canceled Transaction *

Store Copy

*****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.

From: zerrudom@cod.edu
Sent: Thu Apr 16 13:24:22 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Follett PO

From: Weiland, Laura
Sent: Thursday, April 16, 2020 1:21 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>
Subject: Re: Follett PO

Marivic,
I am doing well thanks, and hope the same for you.

It is Dean Hunnicutt- account 00431- Social/Behavioral Sciences.

Thanks,

Laura Weiland
Division Support Specialist
Social and Behavioral Sciences/Library
College of DuPage
(630) 942-3105 phone
weilandl281@cod.edu

From: Zerrudo, Maria
Sent: Thursday, April 16, 2020 12:11 PM
To: Weiland, Laura
Subject: RE: Follett PO

Hi Laura,

Hope you are doing well.
Glad you asked about this PO. Looks like it is just sitting in perceptive. What is the correct dept. number I can route this to?

Thanks

Marivic Zerrudo
Accounts Payable Team Leader
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-2601 | zerrudom@cod.edu

From: Weiland, Laura
Sent: Thursday, April 16, 2020 10:59 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>
Subject: Fw: Follett PO

Good Morning Marivic,
Can you please tell me that status of PO # 369114, \$1,150.12 for Follett. When is it expected to be paid? It was submitted on 3/5/20.

Thank you,
Laura Weiland

From: Cruse, Bethany
Sent: Thursday, April 16, 2020 10:00 AM
To: Weiland, Laura
Cc: Hunnicutt, Marianne
Subject: RE: Follett PO

Hello Laura,
Please contact Marivic as she handles A-G.
Thanks

Bethany Cruse
AP Lead
College Of DuPage

From: Weiland, Laura <weilandl281@cod.edu>
Sent: Thursday, April 16, 2020 7:40 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>
Subject: Follett PO

Good Morning Bethany,
Can you please let me know when PO # 369114, \$1,150.12 for Follett is expected to be paid? It was submitted on 3/5/20.

Thank you,

Laura Weiland
Division Support Specialist
Social and Behavioral Sciences/Library
College of DuPage
(630) 942-3105 phone
weilandl281@cod.edu

From: zerrudom@cod.edu
Sent: Mon Apr 20 11:38:43 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Unknown charges

From: Weiland, Laura
Sent: Monday, April 20, 2020 11:36 AM
To: Zerrudo, Maria <zerrudom@cod.edu>
Cc: Hunnicutt, Marianne <hunnicut@cod.edu>
Subject: Fw: Unknown charges

Good Morning Marivic,
I wanted you to have a copy of this email below from Balo in regards to PO # 369114, \$1,150.12 for Follett.

I hope that this clarifies everything and this PO is now ready for payment.

Thank you,

Laura Weiland
Division Support Specialist
Social and Behavioral Sciences/Library
College of DuPage
(630) 942-3105 phone
weilandl281@cod.edu

From: Gonzalez,Oswaldo <bgonzalez@follett.com>
Sent: Monday, April 20, 2020 11:13 AM
To: Weiland, Laura
Cc: Hunnicutt, Marianne
Subject: Re: Unknown charges

Good afternoon Laura,

I cannot confirm where the added \$14 comes from due to everyone being furloughed for me to ask.

I will honor the original amount of \$1,150.12.

Thank you for reaching out.

My apologies for the confusion.

Balo Gonzalez
Store Director
Follett Bookstore – College of DuPage

Follett Bookstore – College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-4353
follettgonzalez@cod.edu

From: Patel, Shaba <patelsh@cod.edu>
Sent: Monday, April 20, 2020 11:05 AM
To: Weiland, Laura; 0784mgr
Cc: Hunnicutt, Marianne; Gonzalez,Oswaldo
Subject: Re: Unknown charges

Hi Laura

Currently I'm not working. I'm hoping to resume sometime in May.
However, I'll feed this query to Ballo and he can assist you.

Shaba

From: Weiland, Laura
Sent: Friday, April 17, 2020 6:58:52 AM
To: Patel, Shaba; cod@bkstr.com
Cc: Hunnicutt, Marianne
Subject: Unknown charges

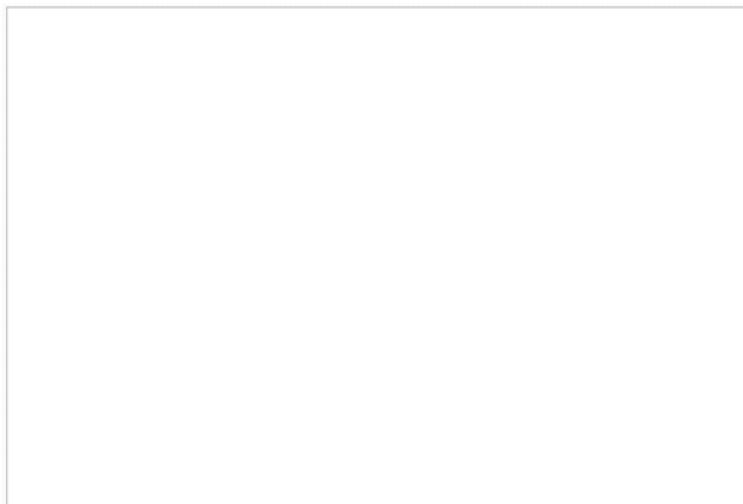
Shaba,

A Purchase Order (369114) has been submitted to A/P for payment to Follett Bookstore for charges incurred on 8/14/19 in the amount of \$1,150.12. When Dean Hunnicutt was asked to approve the Purchase Order for payment, the amount showing now is \$1,164.48, a difference of \$14.36. When I received the receipt from Chuck Steele, it indicated \$1,150.12, which was what I submitted for payment.

Can you please advise what the extra "added in" charge was for? We are trying to get payment expedited, but need to understand the discrepancy.

Please advise.

Sincerely,





Laura Weiland
Division Support Specialist
Social and Behavioral Sciences/Library
College of DuPage
(630) 942-3105 phone
weilandl281@cod.edu

(The invoice has a total amount of \$1,164.48
but PO369114 is only for \$1,150.12

FOLLETT'S COLLEGE OF DUPAGE BOOKSTORE

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STORE
NO. 0784

Customer's Order No.		Date		8/14/19		20		
Sold to		Chuck Steele For COD/ILC intergovernmental agreement						
Address		COD 425 Fawell Blvd						
City		Glen Ellyn IL 60137						
PO369114								
Sold by	Cash	C.O.D.	Charge	On Acc.	Miss. Ret.	Paid Out		
Quantity	Description					Price	Amount	
<div style="border: 2px solid black; padding: 10px; text-align: center;">RETURN TO SIGNER APPROVAL STAMP REQUIRED STAMP AND CLICK COMPLETE</div>								
Thank You						Tax		
In case of claims or returned goods please present this bill						Total	1150.12	

No.784

Received by

[Signature] + 14.36
1,164.48