

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education

Invoice Number: 2.14.20

Invoice Date: 02/14/20

PO Number:

Check Number: E0080051

Check Amount: \$ 179,981.56

Check Date: 05/08/2020

Department ID: 00000

Reviewer Name:

Voucher Number: V0604286

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: 2/14/2020  
Vendor ID: 1084587

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
214208114000		01	00	00000	2300016	Other Students Bookbills	\$ 22,945.32

Grand Total \$ 22,945.32

--- \$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 being 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 being 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.

**AP VERIFIED**

**02/19/20 - MARIA ZERRUDO**

Payee Name: Follett Bookstore

Other  
Instructions:

Payee Address:

Description on Check:

2019SU Follett Bookstore Charges from July 15 through 18, 2019.

Approvals:

Prepared By: David Hamler  
Signature: [Signature]  
Payment Due: 3/15/2020  
Board Approved Date: \_\_\_\_\_

Reviewed By: M. ZERNICK Date: 02/17/20  
Signature: [Signature]  
Approved By: [Signature] Date: 2/17/2020  
Signature: [Signature]  
Approved By Division VP: [Signature] Date: 2/18/2020  
Signature: [Signature]

Return Approved Request and All Supporting Documents to: Accounts Payable (SR# 2132 A), [accounts@cod.edu](mailto:accounts@cod.edu)

**Ellen M. Roberts**  
Interim Vice President  
Administrative Affairs

February 14, 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 Fall 2019**

**July 15, 2019 thru July 18, 2019**

**TOTAL DUE: \$22,945.32**

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**

 Reply |  Delete Junk | 

## Fw: Fa payments



Patel, Shaba

Thu 12/19/2019, 12:50 PM

Patel,Shaba <spatel@follett.com>  Reply | 

Sent Items

Label: Sent Items Retention - 1 year (1 year) Expires: 12/18/2020 12:50 PM

recap bookbills 2019SU....  
26 KB Check Request 07.30.20...  
132 KB  Show all 2 attachments (158 KB) Download all

Report Suspicious Mail

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**From:** Hamler, David**Sent:** Tuesday, December 17, 2019 11:51 AM**To:** Patel, Shaba**Subject:** RE: Fa payments

Hello again! Sorry I missed you when you dropped by.

AP sent that payment via ACH on or around August 7<sup>th</sup>, and the funds should have been "released" on August 9<sup>th</sup>. The reference number they gave me was E0075342. I attached a copy of the original check request and, for whatever it's worth, my invoice log for the summer.

Thank you,

**David Hamler**

Accounts Receivable Coordinator

College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599

Phone 630.942.4568 | Fax 630.942.2297

---

**From:** Patel, Shaba <patelsh@cod.edu>**Sent:** Tuesday, December 17, 2019 10:04 AM**To:** Hamler, David <hamlerd@cod.edu>**Subject:** Re: Fa payments

Reply | ▾ Delete Junk | ▾ ...

For reference I can bring the invoice.

Shaba

---

**From:** Hamler, David  
**Sent:** Tuesday, December 17, 2019 9:53:57 AM  
**To:** Patel, Shaba  
**Subject:** RE: Fa payments

Oh and I am leaving at noon today, but will be here all day Wednesday and Thursday, leaving at 2 on Friday.

Thank you,

**David Hamler**  
Accounts Receivable Coordinator  
College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599  
Phone 630.942.4568 | Fax 630.942.2297

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**From:** Patel, Shaba <patelsh@cod.edu>  
**Sent:** Tuesday, December 17, 2019 9:46 AM  
**To:** Hamler, David <hamlerd@cod.edu>  
**Subject:** Re: Fa payments

Thank you so much David. It does make sense. That is the amount we are waiting to be paid.

Would you like me to bring you an invoice for those days? I am not sure what happened myself. But as long we caught it we are good. :)



---

**From:** Hamler, David  
**Sent:** Monday, December 16, 2019 12:11:19 PM  
**To:** Patel, Shaba  
**Subject:** RE: Fa payments

Hello!

So that dollar amount equals the bookstore transactions for these days:

Date	\$\$
7/8/2019	192.68
7/9/2019	418.86
7/10/2019	247.71
7/11/2019	51.71
7/15/2019	6120.52
7/16/2019	4794.87
7/17/2019	10763.88
7/18/2019	1266.05
<b>Total</b>	<b>23856.28</b>

•  Reply |   Delete Junk |  ...

AP for a total of \$1,811.46 for July 8-11 plus the \$900.50 from 2018 Fall that we had been sending each other back and forth during the winter.

I am not sure why this did not include the other days in July (I made the reports, but maybe I just never got an invoice?). And I am not sure why the amount you are missing includes the 8<sup>th</sup> – 11<sup>th</sup>.

Is this helpful? ☺

Thank you,

**David Hamler**

Accounts Receivable Coordinator  
College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599  
Phone 630.942.4568 | Fax 630.942.2297

---

**From:** Patel, Shaba <patelsh@cod.edu>

**Sent:** Wednesday, November 20, 2019 10:30 AM

**To:** Hamler, David <hamlerd@cod.edu>

**Subject:** Fa payments

Hi David

Would you be able to confirm if Financial Aid payments have been made in full by COD for fall 2019. I pretty certain it has, however I am seeing a balance on my AR side for \$ 23856.28 and I wanted to clean it up.

Thanks  
Shaba

**Customer Statement**  
**between 7/15/2019 and 7/18/2019**

*Follett*

2/14/2020

**Bill To:**

College of DuPage Datatel  
 425 Fawell Blvd  
 Glen Ellyn, IL 60137

**Send Payments To:**

Follett Higher Education Group, Inc  
 College of DuPage Bookstore  
 Store No 784 M.A 7840000001  
 3146 SOLUTIONS CENTER  
 CHICAGO, IL 60677-3001

Attention:

**Please include the store number on your remittance**

The Last Payment date 11/15/2019 11:59:30 AM

Amount \$4,871.73

**Major Account # 7840000001**

**Total Remaining Amount**

**~~\$22,945.32~~**

**Transaction Period: 7/15/2019 - 7/18/2019**

**Unapplied Payments:**

**\$61.15**

**Amount Due By: 2/29/2020**

**\$22,884.17**

Customer Name		Customer #	Soc Sec #	Student ID #	
Invoice Number	Date	Transaction Reference	Transaction Amount	Remaining Amount	
<b>MACIAS, JANETTE</b>		<b>784106317</b>		<b>1209209</b>	
	7/17/2019	FA CHARGE: 784-828-828-1904	\$1,756.25	\$1,756.25	
		<b>Customer Account Total:</b>	<b>\$1,756.25</b>	<b>\$1,756.25</b>	
<b>TECPANECATL, ARACELIA</b>		<b>784113963</b>		<b>1262156</b>	
	7/15/2019	FA CHARGE: 784-828-828-1831	\$1,595.05	\$1,595.05	
		<b>Customer Account Total:</b>	<b>\$1,595.05</b>	<b>\$1,595.05</b>	
<b>ROSE, JESSICA</b>		<b>784119109</b>		<b>1176504</b>	
	7/15/2019	FA CHARGE: 784-802-802-2212	\$1,266.05	\$1,266.05	
		<b>Customer Account Total:</b>	<b>\$1,266.05</b>	<b>\$1,266.05</b>	
<b>USENI, MAMUDE</b>		<b>784124101</b>		<b>1375327</b>	
	7/16/2019	FA CHARGE: 784-802-802-2356	\$1,902.35	\$1,902.35	
		<b>Customer Account Total:</b>	<b>\$1,902.35</b>	<b>\$1,902.35</b>	
<b>WEST, GAVIN</b>		<b>784127167</b>		<b>1398170</b>	
	7/16/2019	FA CHARGE: 784-802-802-2337	\$1,136.27	\$1,136.27	
		<b>Customer Account Total:</b>	<b>\$1,136.27</b>	<b>\$1,136.27</b>	
<b>HALL, JULIANNE</b>		<b>784128614</b>		<b>1301718</b>	
	7/17/2019	FA CHARGE: 784-802-802-2423	\$1,266.05	\$1,266.05	
		<b>Customer Account Total:</b>	<b>\$1,266.05</b>	<b>\$1,266.05</b>	
<b>ALINDOG, TIFFANY</b>		<b>784129418</b>		<b>1363659</b>	
	7/15/2019	FA CHARGE: 784-818-818-4598	\$1,136.27	\$1,136.27	
		<b>Customer Account Total:</b>	<b>\$1,136.27</b>	<b>\$1,136.27</b>	

Statement Inquires, please call: (630)942-2361

**PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS**



<b>DIMITROVA, DANIELA</b>	<b>784130672</b>	<b>1516901</b>	
7/18/2019	FA CHARGE: 784-802-802-2473	\$1,266.05	\$1,266.05
	<b>Customer Account Total:</b>	<b>\$1,266.05</b>	<b>\$1,266.05</b>
<b>WILK, VICTORIA</b>	<b>784130788</b>	<b>1505891</b>	
7/17/2019	FA CHARGE: 784-802-802-2419	\$1,099.05	\$1,099.05
	<b>Customer Account Total:</b>	<b>\$1,099.05</b>	<b>\$1,099.05</b>
<b>DANDIA, ANNUM</b>	<b>784130840</b>	<b>1411726</b>	
7/17/2019	FA CHARGE: 784-828-828-1930	\$1,136.27	\$1,136.27
	<b>Customer Account Total:</b>	<b>\$1,136.27</b>	<b>\$1,136.27</b>
<b>WENZEL, ANTHONY</b>	<b>784130925</b>	<b>1502355</b>	
7/17/2019	FA CHARGE: 784-828-828-1926	\$1,136.27	\$1,136.27
	<b>Customer Account Total:</b>	<b>\$1,136.27</b>	<b>\$1,136.27</b>
<b>SOTO, LESLIE</b>	<b>784131441</b>	<b>1452423</b>	
7/15/2019	FA CHARGE: 784-828-828-1813	\$277.05	\$277.05
	<b>Customer Account Total:</b>	<b>\$277.05</b>	<b>\$277.05</b>
<b>BADWAY, ANTHONY</b>	<b>784132775</b>	<b>0580474</b>	
7/15/2019	FA CHARGE: 784-802-802-2228	\$500.00	\$500.00
	<b>Customer Account Total:</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>KNIGHT, KYLIE</b>	<b>784133230</b>	<b>1505093</b>	
7/17/2019	FA CHARGE: 784-802-802-2424	\$1,756.25	\$1,756.25
	<b>Customer Account Total:</b>	<b>\$1,756.25</b>	<b>\$1,756.25</b>
<b>DRUCKER, MCKENZIE</b>	<b>784134161</b>	<b>1536797</b>	
7/17/2019	FA CHARGE: 784-828-828-1903	\$341.20	\$341.20
	<b>Customer Account Total:</b>	<b>\$341.20</b>	<b>\$341.20</b>
<b>WOJTOWICZ, JOANNA</b>	<b>784134911</b>	<b>1327784</b>	
7/15/2019	FA CHARGE: 784-818-818-4610	\$247.05	\$247.05
	<b>Customer Account Total:</b>	<b>\$247.05</b>	<b>\$247.05</b>
<b>SANGALGE, KAVITA</b>	<b>784134912</b>	<b>1453509</b>	
7/15/2019	FA CHARGE: 784-828-828-1822	\$1,099.05	\$1,099.05
	<b>Customer Account Total:</b>	<b>\$1,099.05</b>	<b>\$1,099.05</b>
<b>REUTTER, KRISTIN</b>	<b>784134913</b>	<b>1241478</b>	
7/16/2019	FA CHARGE: 784-802-802-2291	\$1,756.25	\$1,756.25
	<b>Customer Account Total:</b>	<b>\$1,756.25</b>	<b>\$1,756.25</b>
<b>WELKER, STEPHANIE</b>	<b>784134916</b>	<b>1518752</b>	
7/17/2019	FA CHARGE: 784-828-828-1923	\$1,136.27	\$1,136.27
	<b>Customer Account Total:</b>	<b>\$1,136.27</b>	<b>\$1,136.27</b>

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS



**NELSON, BRITTANY**

**784134917**

**1406006**

7/17/2019

FA CHARGE: 784-828-828-1929

\$1,136.27

\$1,136.27

**Customer Account Total:**

**\$1,136.27**

**\$1,136.27**

**Major Account Total:**

**\$22,945.32**

**\$22,945.32**

**Statement Inquires, please call:**

**PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS**

Invoice ID	Invoice No	Receipt	Reg	Store	Person ID	BKBKS	BKTEC	Tax Amt	Invoice Amt
36726028	5308443	2228802784	802	784	580474	461.89		38.11	500
36725806	5308307	2212802784	802	784	1176504	1169.56		96.49	1,266.05
36729550	5309279	1831828784	828	784	1262156	1473.49		121.56	1,595.05
36726544	5308832	4610818784	818	784	1327784	228.22		18.83	247.05
36726232	5308591	4598818784	818	784	1363659	1049.67		86.6	1,136.27
36726911	5309113	1813828784	828	784	1452423	255.94		21.11	277.05
36727138	5309169	1822828784	828	784	1453509	1015.29		83.76	1,099.05
7/15/2019, Number of Transactions:					7	5654.06		466.46	6120.52



Invoice ID	Invoice No	Receipt	Reg No	Store	Person ID	BKBKS	BKTEC	Tax Amt	Invoice Am
36731046	5310517	2291802784	802	784	1241478	1622.4		133.85	1,756.25
36734000	5311608	2356802784	802	784	1375327	1757.37		144.98	1,902.35
36731931	5311250	2337802784	802	784	1398170	1049.67		86.6	<u>1,136.27</u>
7/16/2019 Number of Transactions:					3	4429.44		365.43	4794.87

Invoice ID	Invoice No	Receipt	Reg No	Store	Person ID	BKBKS	BKTEC	Tax Amt	Invoice Am
36736750	5313836	1904828784	828	784	1209209	1622.4		133.85	1,756.25
36735936	5313235	2423802784	802	784	1301718	1169.56		96.49	1,266.05
36738615	5314053	1929828784	828	784	1406006	1049.67		86.6	1,136.27
36738633	5314067	1930828784	828	784	1411726	1049.67		86.6	1,136.27
36738586	5314031	1926828784	828	784	1502355	1049.67		86.6	1,136.27
36735942	5313239	2424802784	802	784	1505093	1622.4		133.85	1,756.25
36735843	5313156	2419802784	802	784	1505891	1015.29		83.76	1,099.05
36738573	5314020	1923828784	828	784	1518752	1049.67		86.6	1,136.27
36736652	5313831	1903828784	828	784	1536797	315.2		26	341.2
7/17/2019 Number of Transactions:				9		9943.53		820.35	10763.88

Invoice ID	Invoice No	Receipt	Reg No	Store	Person ID	BKBKS	BKTEC	Tax Amt	Invoice Am
36739751	5314976	2473802784	802	784	1516901	1169.56		96.49	<u>1,266.05</u>
7/18/2019 Number of Transactions:						1	1169.56	96.49	1266.05

Recap of Follett Bookstore FA Purchases  
Summer 2019

DATE	BKBKS	BKTEC	TAX	TOTAL	Invoice	Diff.	Sub-total of invoice
5/20/2019	4,778.78	438.38	311.90	5,529.06	5,529.06	-	
5/21/2019	2,385.06	29.99	154.35	2,569.40	2,569.40	-	
5/22/2019	2,988.39	397.45	211.47	3,597.31	3,597.31	-	
5/23/2019	2,503.65	533.78	231.37	3,268.80	3,268.80	-	
5/24/2019	1,578.40	350.89	114.47	2,043.76	2,043.76	-	17,008.33
5/28/2019	7,055.40	645.85	520.29	8,221.54	8,221.54	-	
5/29/2019	4,700.55	813.77	360.96	5,875.28	5,875.28	-	
5/30/2019	4,070.17	32.95	253.75	4,356.87	4,356.87	-	
5/31/2019	2,551.74	54.90	179.80	2,786.44	2,786.44	-	
6/1/2019	2,048.84	9.99	149.28	2,208.11	2,208.11	-	23,448.24
6/3/2019	13,250.31	565.73	810.47	14,626.51	14,626.51	-	
6/4/2019	7,759.13	237.59	564.67	8,561.39	8,561.39	-	
6/5/2019	2,851.35	403.90	233.63	3,488.88	3,488.88	-	26,676.78
6/6/2019	2,840.12	338.04	197.69	3,375.85	3,375.85	-	
6/10/2019	2,288.08	9.95	165.40	2,463.43	2,463.43	-	5,839.28
6/11/2019	1,711.51	1,518.75	204.63	3,434.89	3,434.89	-	
6/12/2019	627.03	181.85	60.92	869.80	869.80	-	4,304.69
6/13/2019	1,427.58	461.63	130.16	2,019.37	2,019.37	-	
6/17/2019	858.36	105.88	45.26	1,009.50	1,009.50	-	3,028.87
6/18/2019	476.24	234.39	20.51	731.14	731.14	-	
6/19/2019	398.75	9.95	24.17	432.87	432.87	-	
6/20/2019	396.01	-	10.75	406.76	406.76	-	
6/24/2019	301.25	158.68	37.94	497.87	497.87	-	2,068.64
6/25/2019	430.73	-	32.59	463.32	463.32	-	
6/26/2019	177.25	9.95	(3.33)	183.87	183.87	-	
6/27/2019	296.88	29.99	20.10	346.97	346.97	-	
7/1/2019	518.56	7.95	42.90	569.41	569.41	-	1,563.57
7/2/2019	1194.17	91.90	47.41	1,333.48	1,333.48	-	
7/3/2019	840.9	59.90	19.63	920.43	920.43	-	2,253.91
7/8/2019	178.00	-	14.68	192.68	192.68	-	
7/9/2019	320.46	70.34	28.06	418.86	418.86	-	
7/10/2019	233.77	-	13.94	247.71	247.71	-	
7/11/2019	37.77	9.99	3.95	51.71	51.71	-	910.96
7/15/2019	5,654.06	-	466.46	6,120.52	6,120.52	-	
7/16/2019	4,429.44	-	365.43	4,794.87	4,794.87	-	
7/17/2019	9,943.53	-	820.35	10,763.88	10,763.88	-	
7/18/2019	1,169.56	-	96.49	1,266.05	1,266.05	-	22,945.32
<b>Total</b>	<b>95,271.78</b>	<b>7,814.31</b>	<b>6,962.50</b>	<b>110,048.59</b>	<b>110,048.59</b>	<b>-</b>	<b>110,048.59</b>

2-1-2019

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education

Invoice Number: 2.14.2020

Invoice Date: 02/20/20

PO Number:

Check Number: E0080051

Check Amount: \$ 179,981.56

Check Date: 05/08/2020

Department ID: 00000

Reviewer Name:

Voucher Number: V0606135

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: 2/20/2020

Vendor ID: 1084587

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
2.14.20.2		01	00	00000	2300016	Other Students Bookbills	\$ 157,036.24
Grand Total							\$ 157,036.24

--- \$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.

**AP VERIFIED**  
**02/26/20 - MARIA ZERRUDO**

Payee Name: Follett Bookstore

Other Instructions:

Payee Address:

Description on Check:

2020SP Follett Bookstore Charges from January 27th through February 5th, 2020.

Approvals:

Prepared By: David Hamler

Reviewed by: M. RESNICK

Date: 02/25/2020

Signature:

Signature:

Payment Due:

3/21/2020

Approved By:

Date:

Board Approved Date:

Signature:

Date:

Approved By Division VP:

Signature:

Date:

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

February 14, 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**

**January 27, 2020 thru February 05, 2020**

**TOTAL DUE: \$ 157,036.24**

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Thanks,

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