

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084530

Vendor Name: Follett's College of DuPage

Invoice Number: 784

Invoice Date: 02/18/21

PO Number:

Check Number: 0279089

Check Amount: \$ 6,570.17

Check Date: 04/13/2021

Department ID: 00225

Reviewer Name:

Voucher Number: V0662179

Redaction Type: None

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

Document Below

From: Zerrudo, Maria <zerrudom@cod.edu>
Sent: Mon Mar 29 16:14:37 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: Check Request Invoice Payment

From: Costello, Adrianna <costelloa146@cod.edu>
Sent: Monday, March 29, 2021 4:12 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: Check Request Invoice Payment
Importance: High

Hello Maria,

I'm not sure if I should send this directly to you or to the invoicing email. If it should have gone to the invoicing email, I'm sorry for sending it directly to you. Please let me know where these requests should be sent in the future.

Thank you!!

Best,
Adrianna Costello

Academic Division Business Associate
Nursing & Health Sciences
College of DuPage | 425 Fawell Blvd. | HSC 1212
Glen Ellyn, IL 60137

PLEASE NOTE: Our office closed on March 16, 2020 and remains closed until further notice due to COVID-19. Please do not call the number below and leave a voicemail message or send faxes, as I will not receive either of them. Email is the best way to contact me. Thank you!!

—
P: 630-942-4523
F: 630-942-4222

[attachment: Check Request_Galvan_Folletts INV784_122.48.pdf]

From: acctpay@cod.edu
To: Costello, Adrianna
Subject: Voucher Confirmation: V0662179
Date: Thursday, February 18, 2021 3:50:18 PM

----- WARNINGS -----

The invoice number has already been entered on a voucher for this vendor

----- END of WARNINGS -----

Voucher Number V0662179
Voucher Status In Progress (Unfinished)

Requestor Name Ms Adrianna F. Costello

Voucher Date 02/18/21
Due Date 02/18/21
Vendor ID and/or Name 1084530 Follett's College of DuPage
AP Type IM Invoices < \$15,000
Voucher Total \$122.48

ITEM 1

Item Description Clinical Calculation SKU 022656850
Quantity 1.000
Price \$87.5000
Extended Price \$87.50
GL Distribution 01-10-00225-5401002

ITEM 2

Item Description Concise Guide to APA SKU9781433832765
Quantity 1.000
Price \$31.9900
Extended Price \$31.99
GL Distribution 01-10-00225-5401002

ITEM 3

Item Description Delivery Fee
Quantity 1.000
Price \$2.9900
Extended Price \$2.99
GL Distribution 01-10-00225-5401002

COMMENTS

Faculty textbook purchase - Dinapoles Galvan

APPROVAL

DATE

APPROVED

By Lisa Stock at 7:03 am, Mar 24, 2021

NEXT APPROVALS

04/01/21 - LISA STOCK

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

STORE
NO. 0784

Customer's Order No.						Date	01/30/21		20
Sold to						HLTH SCIENCE			
Address									
City						Pam D			
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out			
Quantity	Description					Price	Amount		
1	SKU - 022656850 CLINICAL CALCULATION						87	50	
1	SKU - 9781433832765 CONCISE GUIDE TO APA STYLE (Origl) (SKU) 023307488 365 022659031 (unli) Delivery Fee						31	99	
							2	99	
	NO DISC or DigitalS								
Thank You In case of claims or returned goods please present this bill.						Tax			
						Total	122	48	

No.784

~~Received by~~

INVOICE REVIEWED OKAY TO PAY

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO372050
Invoice Date: 12/10/20
PO Number: P0372050
Check Number: 0279089
Check Amount: \$ 6,570.17
Check Date: 04/13/2021
Department ID: 12931
Reviewer Name: None
Voucher Number: V0665586
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Thu Mar 18 14:22:11 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore- Department Purchase PO- 372050

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Attached is the PO with an outstanding balance. Please refer to the cover sheet information for direction of payments and the amount that needs to be paid.

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 the following department purchase

P.O # 372050 \$ 44.80

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore**

Store # 784 MA # 606

3146 Solution Center

Chicago, IL 60677-3001

Thank you

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210318145753.pdf]

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
PLUSH 10 CHARPARR/SCSPC/			
016512612	1@	\$24.00	\$19.20 N
Discount 20.00%			(4.80)
PL - Department Discount-20%			
PANT/BAND BTM FSN//BLACK/2XL/			
017392433	1@	\$32.00	\$25.60 N
Discount 20.00%			(6.40)
PL - Department Discount-20%			
Subtotal			\$56.00
Total Discount			(11.20)

Total Sales Tax \$0.00

Total \$44.80

ARHousecharge \$44.80

Major Acct:606

Student ID:372050

Student Name: Student Life

Major Account Name:COD Department Purchase

Signature: _____

I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 2

YOU SAVED \$11.20

Total Tender \$44.80

Change Due \$0.00



Associate: Shaba

Thank You For Shopping At
FOLLETT STORE 0784

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: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

PURCHASE ORDER

372050

Page: 1

Release Method: Hard Copy

Release Date: 01/08/2021

Created Date: 01/08/2021

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: S.Hernandez, SSC 1217

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 682989

Requisitioner Name(s): Shannon Hernandez

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	16512612	1	Each	Chapparral Plush	\$19.20	\$19.20
Deliver To: S.Hernandez, SSC 1217						
2	17392433	1	Each	Sweat Pants, 2XL	\$25.60	\$25.60
Deliver To: S.Hernandez, SSC 1217						
Sub Total: \$						44.80
Total: \$						44.80

Account Code Summary

Account Code	Account Description	Amount
01-30-12931-5407001		\$44.80

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.

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO372644
Invoice Date: 02/26/21
PO Number: P0372644
Check Number: 0279089
Check Amount: \$ 6,570.17
Check Date: 04/13/2021
Department ID: 64002
Reviewer Name: Yvonne Bedford
Voucher Number: V0665588
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Thu Mar 18 14:17:52 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore- Department Purchase PO- 372644

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Attached is the PO with an outstanding balance. Please refer to the cover sheet information for direction of payments and the amount that needs to be paid.

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 the following department purchase

P.O # 372644 \$ 722.14

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore**

Store # 784 MA # 606

3146 Solution Center

Chicago, IL 60677-3001

Thank you

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210318145041.pdf]

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

DENTAL SUPPLIES/KITS			
008956040	1@	\$16.98	\$13.58 N
Item Comment: item # 70477356			

Discount 20.00% (3.40)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS			
008956040	1@	\$17.70	\$14.16 N
Item Comment: Item# 70891465			

Discount 20.00% (3.54)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS			
008956040	1@	\$20.70	\$16.56 N
Item Comment: Item# 73845351			

Discount 20.00% (4.14)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS			
008956040	1@	\$22.70	\$18.16 N
Item Comment: Item# 70887588			

Discount 20.00% (4.54)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS			
008956040	4@	\$24.40	\$78.08 T
Item Comment: Item# 70849034			

Discount 20.00% (4.88)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS			
008956040	1@	\$24.70	\$19.76 N

Item Comment: Item# 73840048

Discount 20.00% (4.94)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS
008956040 1@ \$25.70 \$20.56 N
Item Comment: Item# 72599033

Discount 20.00% (5.14)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS
008956040 1@ \$37.75 \$30.20 N
Item Comment: Item #73808482

Discount 20.00% (7.55)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS
008956040 1@ \$40.85 \$32.68 N
Item Comment: Item# 76070262

Discount 20.00% (8.17)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS
008956040 1@ \$41.98 \$33.58 N
Item Comment: Item# 70911263

Discount 20.00% (8.40)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS
008956040 1@ \$62.25 \$49.80 N
Item Comment: Item# 76210025

Discount 20.00% (12.45)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS
008956040 1@ \$68.98 \$55.18 N
Item Comment: Item# 70912089

Discount 20.00% (13.80)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS
008956040 1@ \$76.25 \$61.00 N
Item Comment: Item# 76071165

Item Comment: Item# 70371103

Discount 20.00% (15.25)
PL - Department Discount-20%

DENTAL SUPPLIES/KITS
008956040 1@ \$121.15 \$96.92 N
Item Comment: Item# 71260231

Discount 20.00% (24.23)
PL - Department Discount-20%

ITEM

----- DENTAL SUPPLIES/KITS
DEN 008956040 1@ \$227.40 \$181.92 N
0089 Item Comment: Item# 75765425
Item

Discount 20.00% (45.48)
D PL - Department Discount-20%

P Subtotal \$902.69
DE Total Discount (180.55)

008

Item

Total Sales Tax \$0.00

Total \$722.14

D ARHousecharge \$722.14
OC Major Acct:606
It Student ID:372644
Student Name: Cont Edu
Major Account Name:COD Department Purchase

Signature: _____

I am liable for any financial charges to the
campus regarding my student status and
restricted merchandise in connection with
my financial aid account.

Items Purchased: 18

YOU SAVED \$180.55

Total Tender \$722.14

College of DuPage Bookstore/Follett 784

QUOTE

425 Fawell Blvd.

SRC Building

Glen Ellyn, IL 60137-6784

Phone: 630-942-2361

BILL TO
College of DuPage
Continuing Education
ATTN: Yvonne Bedford

APPROVED 04/12/21

DATE

2/26/2021

DANIEL DEASY

APPROVED 03/22/21

DANIEL DEASY

SKU- 8956040

PO# 372644

ITEM NUMBER	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
70477356	NEW STL BIB HOLDERS DISP	1	16.98	16.98
70891465	RUBBER DAM REG HEAVY 6 X 6	1	17.70	17.70
73845351	BITE WING TABS	1	20.70	20.70
70887588	NEEDLE HOLDER CRILEWOOD 6"	1	22.70	22.70
70849034	ALGITEC ALGIN REG 70849034	4	24.40	97.60
73840048	GLOVE DERMASSIST VINYL PF	1	24.70	24.70
72599033	TRAY POLYBITE IMPRESSION POS	1	25.70	25.70
73808482	RUB DAM NAP FRM SZ ORASHIELD	1	37.75	37.75
76070262	BITE BLK BW	1	40.85	40.85
70911263	TEMP SPLINT MAT .020 5X5	1	41.98	41.98
76210025	SAFE-FLO SALIVA EJECTORS W/B	1	62.25	62.25
70912089	XRAY MOUNT PERF UNIVERS 3-UP	1	68.98	68.98
76371165	FILM SHARP IMAGE D-58	1	76.25	76.25
71260231	HYDROGEN PEROXIDE ORAL RINSE	1	121.15	121.15
75765425	DURELON CEMENT INTRO KIT	1	227.40	227.40

INVOICE REVIEWED

OKAY TO PAY

SUB TOTAL	902.69
DISCOUNT (20%)	(180.55)
TAX	-
TOTAL	\$ 722.14

YVONNE BEDFORD 03/22/21

Please send PO to Sharon Price at spate@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: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

PURCHASE ORDER

37264

Page:**Release Method:** Hard Copy**Release Date:** 03/04/2021**Created Date:** 03/04/2021**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: Kim Magett/SRC-1111**PO Created By:** Towne, Jordan**Purchase Order Comments:**

MSDS REQUIRED FOR HYDROGEN PEROXIDE.

Requisition Number(s): 683980**Requisitioner Name(s):** Yvonne Bedford

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	70477356	1	Each	NEW STL BIB HOLDERS DISP	\$13.58	\$13.58
Deliver To: Kim Magett/SRC-1111						
2	70891465	1	Each	RUBBER DAM REG HEAVY 6 X 6	\$14.16	\$14.16
Deliver To: Kim Magett/SRC-1111						
3	73845351	1	Each	BITE WING TABS	\$16.56	\$16.56
Deliver To: Kim Magett/SRC-1111						
4	70887588	1	Each	NEEDLE HOLDER CRILEWOOD 6"	\$18.16	\$18.16
Deliver To: Kim Magett/SRC-1111						
5	70849034	4	Each	ALGITEC ALGIN REG 70849034	\$19.52	\$78.08
Deliver To: Kim Magett/SRC-1111						
6	73840048	1	Each	GLOVE DERMASSIST VINYL PF	\$19.76	\$19.76
Deliver To: Kim Magett/SRC-1111						
7	72599033	1	Each	TRAY POLYBITE IMPRESSION POS	\$20.56	\$20.56
Deliver To: Kim Magett/SRC-1111						
8	73808482	1	Each	RUB DAM NAP FRM SZ ORASHIELD	\$30.20	\$30.20
Deliver To: Kim Magett/SRC-1111						
9	76070262	1	Each	BITE BLK BW	\$32.68	\$32.68
Deliver To: Kim Magett/SRC-1111						

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

372644

Page: 2

Release Method: Hard Copy

Release Date: 03/04/2021

Created Date: 03/04/2021

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
10	70911263	1	Each	TEMP SPLINT MAT .020 5X5	\$33.58	\$33.58
Deliver To: Kim Magett/SRC-1111						
11	76210025	1	Each	SAFE-FLO SALIVA EJECTORS W/B	\$49.80	\$49.80
Deliver To: Kim Magett/SRC-1111						
12	70912089	1	Each	XRAY MOUNT PERF UNIVERS 3-UP	\$55.18	\$55.18
Deliver To: Kim Magett/SRC-1111						
13	76371165	1	Each	FILM SHARP IMAGE D-58	\$61.00	\$61.00
Deliver To: Kim Magett/SRC-1111						
14	71260231	1	Each	HYDROGEN PEROXIDE ORAL RINSE	\$96.92	\$96.92
Deliver To: Kim Magett/SRC-1111						
15	75765425	1	Each	DURELON CEMENT INTRO KIT	\$181.92	\$181.92
Deliver To: Kim Magett/SRC-1111						
Sub Total: \$						722.14
Total: \$						722.14

Account Code Summary

Account Code	Account Description	Amount
05-63-64002-5401002		\$722.14

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.

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO372704
Invoice Date: 03/10/21
PO Number: P0372704
Check Number: 0279089
Check Amount: \$ 6,570.17
Check Date: 04/13/2021
Department ID: 15290
Reviewer Name: Cynthia Yearman
Voucher Number: V0665590
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Thu Mar 18 13:52:55 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore - Department purchase PO - 372704

APPROVED
03/22/21 - DIANE SZAKONYI

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Attached is the PO with an outstanding balance. Please refer to the cover sheet information for direction of payments and the amount that needs to be paid.

To whom it may concern,

INVOICE REVIEWED

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.

CYNTHIA YEARMAN 03/22/21

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

Follett's College of DuPage Bookstore Bill for the following department purchase

P.O # 372704

\$ 250.00

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore**

Store # 784 MA # 606

3146 Solution Center

Chicago, IL 60677-3001

Shaba Patel

Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210318142603.pdf]

**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 Thinking Nurse- Complete 5-Set			
015257584	1@	\$250.00	\$250.00 N
Subtotal			\$250.00
Total Sales Tax			\$0.00
Total			\$250.00

ARHousecharge
Major Acct:606
Student ID:372704
Student Name: Learning Commons
Major Account Name:COD Department Purchase

Signature: _____
I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 1
Total Tender \$250.00
Change Due \$0.00



Associate: Shaba

Thank You For Shopping At
FOLLETT STORE 0784

Please Save Receipt for Return

4228 0784 103 103 03/10/21 03:56 PM

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: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

PURCHASE ORDER

37270

Page:

Release Method: Hard Cop
Release Date: 03/09/2021
Created Date: 03/09/2021

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:** Dando, Anne Marie**Purchase Order Comments:**

Pricing provided by Celeste Brown via email 2/4/21 7:16pm

Requisition Number(s): 684014**Requisitioner Name(s):** Cynthia Yearman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	569741-1	1	Each	Follett's "Thinking Nurse-Complete 5-Set Board Games" for Tutoring Services	\$250.00	\$250.00
Deliver To: c yearman src 2102						
						Sub Total: \$ 250.00
						Total: \$ 250.00

Account Code Summary

Account Code	Account Description	Amount
01-30-15290-5401002		\$250.00

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO372352
Invoice Date: 02/12/21
PO Number: P0372352
Check Number: 0279089
Check Amount: \$ 6,570.17
Check Date: 04/13/2021
Department ID: 15290
Reviewer Name: Cynthia Yearman
Voucher Number: V0665591
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Thu Mar 18 14:34:09 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [E-mail] Follett's College of DuPage bookstore department purchase PO- 372352

APPROVED

03/22/21 - DIANE SZAKONYI

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Attached is the invoice for your purchase. Please refer to the cover sheet information for direction of payments and the amount that needs to be paid.

INVOICE REVIEWED

OKAY TO PAY

To whom it may concern,

CYNTHIA YEARMAN 03/22/21

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 the following department purchase

P.O # 372352

\$ 227.40

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore**

Store # 784 MA # 606

3146 Solution Center

Chicago, IL 60677-3001

Thank you

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210318150952.pdf]

**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			
PAP (w/LabManual/Atlas/WileyPL			
020757268	1@	\$284.25	\$227.40 N
Discount 20.00%			(56.85)
PL - Department Discount-20%			

Subtotal	\$284.25
Total Discount	(56.85)

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

Total	\$227.40
-------	----------

ARHousecharge	\$227.40
---------------	----------

Major Acct:606

Student ID:372352

Student Name: Learning Commons

Major Account Name:COD Department Purchase

Signature:_____

I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 1

YOU SAVED \$56.85

Total Tender	\$227.40
--------------	----------

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

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: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

PURCHASE ORDER

37235

Page:**Release Method:** Hard Copy**Release Date:** 02/08/2021**Created Date:** 02/08/2021**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: See external note**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 683520**Requisitioner Name(s):** Cynthia Yearman

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	ISBN: 9781119619062	1	Each	Follett's "Principles of Anatomy and Physiology" textbook and lab manual for Tutoring	\$227.40	\$227.40
Deliver To: See external note						

Sub Total: \$ 227.40**Total: \$** 227.40**Account Code Summary**

Account Code	Account Description	Amount
01-30-15290-5401002		\$227.40

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO372473
Invoice Date: 03/08/21
PO Number: P0372473
Check Number: 0279089
Check Amount: \$ 6,570.17
Check Date: 04/13/2021
Department ID: 02176
Reviewer Name: Yvonne Bedford
Voucher Number: V0665592
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Thu Mar 18 14:30:03 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore- Department Purchase PO- 372473

APPROVED 03/22/21

DANIEL DEASY

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Attached is the PO with an outstanding balance. Please refer to the cover sheet information for direction of payments and the amount that needs to be paid.

INVOICE REVIEWED

To whom it may concern,

OKAY TO PAY

Follett Higher Education Group is converting Accounts Receivable payments process. **You will be mailing your payments to the central lock box where 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.

YVONNE BEDFORD 03/22/21

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 the following department purchase

P.O # 372473

\$ 245.95

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore**

Store # 784 MA # 606

3146 Solution Center

Chicago, IL 60677-3001

Thank you

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210318150432.pdf]

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: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

PURCHASE ORDER

372473

Page: 1

Release Method: Hard Copy

Release Date: 02/19/2021

Created Date: 02/19/2021

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: McLaughlin, Ashley

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 683707

Requisitioner Name(s): Ashley McLaughlin

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	022213059	5	Each	Student Planners	\$9.59	\$47.95
Deliver To: McLaughlin, Ashley						
2	000240239	25	Each	Green Lanyards	\$3.96	\$99.00
Deliver To: McLaughlin, Ashley						
3	00024023	25	Each	Black Lanyards	\$3.96	\$99.00
Deliver To: McLaughlin, Ashley						
Sub Total: \$						245.95
Total: \$						245.95

Account Code Summary

Account Code	Account Description	Amount
06-10-02176-5401002		\$245.95

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

**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
LANYRD/PRNT 3/8 F/BLACK/			
000240237	25@	\$4.95	\$99.00 T
Discount 20.00%			(0.99)
PL - Department Discount-20%			

LANYRD/PRNT 3/8 F/DKGRN/			
000240239	25@	\$4.95	\$99.00 T
Discount 20.00%			(0.99)
PL - Department Discount-20%			

AY21 PLNNR MINI/SCSPC/ ./.			
022213059	5@	\$11.99	\$47.95 T
Discount 20.00%			(2.40)
PL - Department Discount-20%			

Subtotal	\$307.45
Total Discount	(61.50)

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

Total	\$245.95
-------	----------

ARHousecharge	\$245.95
---------------	----------

Major Acct:606
Student ID:372473
Student Name: Cont Edu
Major Account Name:COD Department Purchase

Signature: _____
I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 55

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO372655
Invoice Date: 03/08/21
PO Number: P0372655
Check Number: 0279089
Check Amount: \$ 6,570.17
Check Date: 04/13/2021
Department ID: 02176
Reviewer Name: Yvonne Bedford
Voucher Number: V0665593
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Thu Mar 18 14:25:35 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage Bookstore- Department Purchase PO- 372655

APPROVED 03/22/21

DANIEL DEASY

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Attached is the PO with an outstanding balance. Please refer to the cover sheet information for direction of payments and the amount that needs to be paid.

INVOICE REVIEWED

OKAY TO PAY

To whom it may concern,
YVONNE BEDFORD 03/22/21

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 the following department purchase

P.O # 372655

\$ 2, 552.00

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore**

Store # 784 MA # 606

3146 Solution Center

Chicago, IL 60677-3001

Thank you

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210318150109.pdf]

**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
CASIO FX260 SCINTIFIC SOLAR CAL			
001059584	2000	\$15.95	\$2,552.00 T
Discount 20.00%			(3.19)
PL - Department Discount-20%			
Subtotal			\$3,190.00
Total Discount			(638.00)
Total Sales Tax			\$0.00
Total			\$2,552.00

ARHousecharge \$2,552.00
Major Acct:606
Student ID:372655
Student Name: Cont Edu
Major Account Name:COD Department Purchase

Signature: _____
I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 200

YOU SAVED \$638.00

Total Tender \$2,552.00

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: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

PURCHASE ORDER

372655

Page: 1

Release Method: Hard Copy

Release Date: 03/05/2021

Created Date: 03/05/2021

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: Ashley McLaughlin**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Quoted by Shaba Patel 2/24/21

Requisition Number(s): 683896**Requisitioner Name(s):** Ashley McLaughlin

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		200	Each	Casio(R) Handheld Scientific Calculator, Black, FX260SOLARII	\$12.76	\$2,552.00
Deliver To: Ashley McLaughlin						
Sub Total: \$						2,552.00
Total: \$						2,552.00

Account Code Summary

Account Code	Account Description	Amount
06-10-02176-5401002		\$2,552.00

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO372340
Invoice Date: 02/18/21
PO Number: P0372340
Check Number: 0279089
Check Amount: \$ 6,570.17
Check Date: 04/13/2021
Department ID: 02176
Reviewer Name: Yvonne Bedford
Voucher Number: V0665597
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Thu Mar 18 14:42:19 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore- Department Purchase PO- 372340

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

APPROVED 03/22/21

DANIEL DEASY

Attached is the PO with an outstanding balance. Please refer to the cover sheet information for direction of payments and the amount that needs to be paid.

INVOICE REVIEWED

To whom it may concern,

OKAY TO PAY

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**

YVONNE BEDFORD 03/22/21
the book store. Please include a copy of this notice 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 the following department purchase

P.O # 372340

\$ 1, 929.20

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore**

Store # 784 MA # 606

3146 Solution Center

Chicago, IL 60677-3001

Thank you

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210318151738.pdf]

**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@fhg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
New			
Benchmark MS Word 2016 (w/eBo			
017153545	70	\$167.00	\$935.20 T
Discount 20.00%			(33.40)
PL - Department Discount-20%			

New			
Your Digital Foundation & Buil			
018370747	70	\$177.50	\$994.00 T
Discount 20.00%			(35.50)
PL - Department Discount-20%			

Subtotal \$2,411.50

Total Discount (482.30)

Total Sales Tax \$0.00

Total \$1,929.20

ARHousecharge \$1,929.20
Major Acct:606
Student ID:372340
Student Name: Cont Edu
Major Account Name:COD Department Purchase

Signature: _____
I am liable for any financial charges to t
he campus regarding my student status and
restricted merchandise in connection with
my financial aid account.

Items Purchased: 14

YOU SAVED \$482.30

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: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

PURCHASE ORDER

372340

Page: 1

Release Method: Hard Copy

Release Date: 02/05/2021

Created Date: 02/05/2021

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: Ashley McLaughlin

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Requisition Number(s): 683498

Requisitioner Name(s): Ashley McLaughlin

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		7	Each	Digital Foundation & Building a Foundation MS Office 2016(w/eLab)	\$142.00	\$994.00
Deliver To: Ashley McLaughlin						
2		7	Each	Benchmark: MS Word 2016 (w/eBook Access) (Lvl1&2)	\$133.60	\$935.20
Deliver To: Ashley McLaughlin						
					Sub Total: \$	1,929.20
					Total: \$	1,929.20

Account Code Summary

Account Code	Account Description	Amount
06-10-02176-5401002		\$1,929.20

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO372088
Invoice Date: 02/25/21
PO Number: P0372088
Check Number: 0279089
Check Amount: \$ 6,570.17
Check Date: 04/13/2021
Department ID: 00065
Reviewer Name: Anna Gay
Voucher Number: V0665602
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Thu Mar 18 15:08:12 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore- Department Purchase PO- 372088

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Attached is the PO with an outstanding balance. Please refer to the cover sheet information for direction of payments and the amount that needs to be paid.

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 the following department purchase

P.O # 372088

\$ 137.20

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore**

Store # 784 MA # 606

3146 Solution Center

Chicago, IL 60677-3001

Thank you

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210318152347.pdf]

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. 372088		Date 2/25/21				
Sold to FASHION						
Address						
City PAULA BURNS						
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out
Quantity	Description	Price		Amount		
1	SKU - 016448 Survey of HISTORIC	171.50				
DEPT ASC						
INVOICE REVIEWED						
OKAY TO PAY						
ANNA GAY 03/24/21						
Tax						
Thank You In case of claims or returned goods please present this bill.						Total 137.20

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			
Survey of Historic Costume (SE			
016144531	1@	\$171.50	\$137.20 N
Discount 20.00%			(34.30)
PL - Department Discount-20%			

Subtotal \$171.50
 Total Discount (34.30)

Total Sales Tax \$0.00

Total \$137.20

ARHousecharge \$137.20
 Major Acct:606

Student ID:372088

Student Name: Fashion

Major Account Name:COD Department Purchase

Signature:
 I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 1

YOU SAVED \$34.30

Total Tender \$137.20

Change Due \$0.00

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

372088

Page: 1

Release Method: Hard Copy

Release Date: 01/11/2021

Created Date: 01/11/2021

*** Confirming Purchase Order *****Vendor:**

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

Phone: 630-942-4330
Fax: 630-858-2982

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: Burns, Paula

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Nelson Cantada will schedule appointment to pick up the text.

Requisition Number(s): 683175

Requisitioner Name(s): Paula Burns

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9781501395253	1	Each	Survey of Historic Costume - desk copy	\$137.20	\$137.20
Deliver To: Burns, Paula						
Sub Total: \$						137.20
Total: \$						137.20

Account Code Summary

Account Code	Account Description	Amount
01-10-00065-5401002		\$137.20

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.

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO371971
Invoice Date: 03/24/21
PO Number: PO371971
Check Number: 0279089
Check Amount: \$ 6,570.17
Check Date: 04/13/2021
Department ID: 00049
Reviewer Name: Anna Gay
Voucher Number: V0666122
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.

APPROVED

02125121

Sold to

03/31/21 - ANTHONY RAMOS

Address

City

ANNA GAY

Sold by

Cash

C.O.D.

Charge

On Acct.

Mdse. Ret.

Paid Out

Quantity

Description

Price

Amount

1

SKU - 06798089
wig making & styling
<new>

160.00

INVOICE REVIEWED

OKAY TO PAY

ANNA GAY 03/29/21

Tax

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

Total

128 00

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			
Wig Making & Styling			
016798089	10	\$160.00	\$128.00 N
Discount 20.00%			(32.00)
PL - Department Discount-20%			

Subtotal	\$160.00
Total Discount	(32.00)

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

Total	\$128.00
-------	----------

ARHousecharge	\$128.00
---------------	----------

Major Acct:606
Student ID:371971
Student Name: Fashion
Major Account Name:COD Department Purchase

Signature: _____
I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 1

YOU SAVED \$32.00

Total Tender	\$128.00
--------------	----------

From: Shaba Patel (0784) <s.patel@follett.com>
Sent: Wed Mar 24 11:14:50 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Fw: Follett's College of DuPage bookstore- Department Purchase PO- 371971

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Resending the department purchase invoice with date corrections.

Shaba Patel
Operations Manager



Follett's College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

From: Shaba Patel (0784)
Sent: Thursday, March 18, 2021 2:38 PM
To: invoicing@cod.edu <invoicing@cod.edu>
Subject: Follett's College of DuPage bookstore- Department Purchase PO- 371971

Good Afternoon

Attached is the PO with an outstanding balance. Please refer to the cover sheet information for direction of payments and the amount that needs to be paid.

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 the following

department purchase

P.O # 371971

\$ 128.00

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore**

Store # 784 MA # 606

3146 Solution Center

Chicago, IL 60677-3001

Thank you

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210324110713.pdf]

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: Celestd Brown

Phone: 630-942-4330

Fax: 630-858-2982

PURCHASE ORDER

371971

Page: 1

Release Method: Hard Copy

Release Date: 12/21/2020

Created Date: 12/21/2020

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:

Requisition Number(s): 683037

Requisitioner Name(s): Anna Gay

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	Wigs Production Text 9781138819184	\$128.00	\$128.00
Deliver To: Gay, Anna						
Sub Total: \$						128.00
Total: \$						128.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00049-5401002		\$128.00

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

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO372980
Invoice Date: 03/25/21
PO Number: PO372980
Check Number: 0279089
Check Amount: \$ 6,570.17
Check Date: 04/13/2021
Department ID: 00421
Reviewer Name: Cathie Walker
Voucher Number: V0671862
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <shaba.patel@follett.com>

Sent: Wed Apr 07 15:11:37 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore- Dpt Purchase PO# 372980

INVOICE REVIEWED

OKAY TO PAY

CATHIE WALKER 04/08/21

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Please see the attachment for department purchase billing

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.

APPROVED

04/08/21 - SANDRA MARTINS

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 Department Purchase

PO# 372980

TOTAL DUE: \$ 60.00

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore
Store #784
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**

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

STORE
NO. 0784

[illegible]

No.784

Received by

s.patel@follett.com

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210407154731.pdf]



Follett

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: Celestd Brown

Phone: 630-942-4330
Fax: 630-858-2982

PURCHASE ORDER

372980

Page: 1

Release Method: Hard Copy

Release Date: 03/25/2021

Created Date: 03/25/2021

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: Cathie Walker - BIC 2E06N**PO Created By:** Dando, Anne Marie**Purchase Order Comments:****Requisition Number(s):** 684281**Requisitioner Name(s):** Mary Cathie Walker

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		3	Each	\$20 Gift Cards	\$20.00	\$60.00
Deliver To: Cathie Walker - BIC 2E06N						
Sub Total: \$						60.00
Total: \$						60.00

Account Code Summary

Account Code	Account Description	Amount
01-20-00421-5401002		\$60.00

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

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
FHEG GIFTCARD			
015408665	1@	\$20.00	\$20.00 N
Issue			
Gift Card Number: 7515			
Beg Bal		Tran Amt	End Bal
0.00		20.00	20.00

FHEG GIFTCARD			
015408665	1@	\$20.00	\$20.00 N
Issue			
Gift Card Number: 7216			
Beg Bal		Tran Amt	End Bal
0.00		20.00	20.00

FHEG GIFTCARD			
015408665	1@	\$20.00	\$20.00 N
Issue			
Gift Card Number: 6865			
Beg Bal		Tran Amt	End Bal
0.00		20.00	20.00

Subtotal \$60.00

Total Sales Tax \$0.00

Total \$60.00

ARHousecharge \$60.00

Major Acct:606

Student ID:372980

Student Name: Cont Edu

Major Account Name:COD Department Purchase

Signature:

I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 2

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO372958
Invoice Date: 03/29/21
PO Number: P0372958
Check Number: 0279089
Check Amount: \$ 6,570.17
Check Date: 04/13/2021
Department ID: 00421
Reviewer Name: Cathie Walker
Voucher Number: V0671863
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>

Sent: Wed Apr 07 15:07:59 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore- Department Purchase PO# 372958

INVOICE REVIEWED

OKAY TO PAY

CATHIE WALKER 04/08/21

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Good Afternoon

Please see the attachment for department purchase billing

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.

APPROVED

04/08/21 - SANDRA MARTINS

Follett's College of DuPage Bookstore Department Purchase

PO# 372958

TOTAL DUE: \$ 151.00

Please make your check payable to:

**Follett Higher Education Group
College of DuPage Bookstore
Store #784
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**

s.patel@follett.com

Shaba Patel
Operations Manager



Folletts College of DuPage Bookstore
425 Fawell Blvd
Glen Ellyn IL 60137
(630) 942-4347
s.patel@follett.com

[attachment: img-210407154414.pdf]

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

STORE
NO. 0784

Customer's Order No.							Date		
							372958	3/29/24	20
Sold to						LIBERAL ARTS:			
Address									
City									
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out	CATHIE WALKER		
Quantity	Description					Price	Amount		
2	SKU - 019761488 AM INTRO TO MEDICAL SPANISH CNJ.					85	170	00	
	SHIP-					7.50	15	00	
	No Disc-								
	DEPT DISC 20%								
						Tax	<hr/>		
Thank You In case of claims or returned goods please present this bill.						Total	151	00	

No.784

Received by



Follett

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

372958

Page: 1

Release Method: Hard Copy

Release Date: 03/24/2021

Created Date: 03/24/2021

*** Confirming Purchase Order *****Vendor:**

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

Phone: 630-942-4330
Fax: 630-858-2982

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: Faculty Home Addresses**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Questions- Cathie Walker - walkerm@cod.edu

Requisition Number(s): 684430**Requisitioner Name(s):** Mary Cathie Walker

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9780300226027	2	Each	An Introduction to Medical Spanish	\$72.60	\$145.20
Deliver To: Faculty Home Addresses						
2		2	Each	Shipping	\$7.50	\$15.00
Deliver To: Faculty Home Addresses						
Sub Total: \$						160.20
Total: \$						160.20

Account Code Summary

Account Code	Account Description	Amount
01-20-00421-5401002		\$160.20

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

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			
Intro to Medical Spanish			
019761488	2@	\$85.00	\$136.00 T
Discount 20.00%			(17.00)
PL - Department Discount-20%			

SHIPPING & HANDLING			
010785368	1@	\$15.00	\$15.00 N

Subtotal	\$185.00
Total Discount	(34.00)

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

Total	\$151.00
-------	----------

ARHousecharge	\$151.00
Major Acct:606	
Student ID:372958	
Student Name: Liberal Arts	
Major Account Name:COD Department Purchase	

Signature: _____
I am liable for any financial charges to the campus regarding my student status and restricted merchandise in connection with my financial aid account.

Items Purchased: 3

YOU SAVED \$34.00

Total Tender	\$151.00
--------------	----------