

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084587
Vendor Name: Follett Higher Education
Invoice Number: PO372880
Invoice Date: 03/26/21
PO Number: P0372880
Check Number: E0084149
Check Amount: \$ 500.00
Check Date: 04/13/2021
Department ID: 00787
Reviewer Name: Barbara Groves
Voucher Number: V0671864
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>
Sent: Wed Apr 07 15:05:14 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Follett's College of DuPage bookstore- Department Purchase PO# 372880

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.

Follett's College of DuPage Bookstore Department Purchase

PO# 372880

TOTAL DUE: \$ 500.00

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-210407112239.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. 372880		Date 03/26/21					
Sold to OFFICE OF PROVOST							
Address							
City							
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out	
Quantity	Description					Price	Amount
5	SKU					100	500.00
	\$100 GIFT CARD						
	(BKSTN G.C.)						
APPROVED 04/08/21 - MARK CURTIS NO DISCOUNT							
INVOICE REVIEWED							
OKAY TO PAY							
BARBARA GROVES 04/08/21							
Tax							
Thank You In case of claims or returned goods please present this bill.						Total	500.00

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

CONFIRMATION OF ORDER

372880

Page: 1
Release Method: Hard Copy
Release Date: 03/18/2021
Need By Date: n/a

*** Confirming Purchase Order ***

Vendor:

1084587
Follett Higher Education
College of Dupage Bookstore
3146 Solutions Center
Chicago, IL 60677-3001
Attn: Customer Service

Phone: 123-123-1234
Fax:

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2238
Fax: 630-942-2417

Purchase Order Comments:

Requisition Numbers: 684106

Requisitioner Name(s): Barbara Groves

Vendor Item	QTY	UOM	Description	Unit Price	Total Price
	5	Each	Follet Bookstore Gift Card	\$100.00	\$500.00
Deliver To: Barb Groves - BIC 3400					

SubTotal	\$500.00
Shipping & Handling	\$0.00
Tax	\$0.00
Total	\$500.00

Account Code Summary		
Account Code	Account Description	Amount
01-30-00787-5909001		\$500.00

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.

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
FHEG GIFTCARD			
015408665	1@	\$100.00	\$100.00 N
Issue			
Gift Card Number: 7904			
Beg Bal		Tran Amt	End Bal
0.00		100.00	100.00
FHEG GIFTCARD			
015408665	1@	\$100.00	\$100.00 N
Issue			
Gift Card Number: 0076			
Beg Bal		Tran Amt	End Bal
0.00		100.00	100.00
FHEG GIFTCARD			
015408665	1@	\$100.00	\$100.00 N
Issue			
Gift Card Number: 3218			
Beg Bal		Tran Amt	End Bal
0.00		100.00	100.00
FHEG GIFTCARD			
015408665	1@	\$100.00	\$100.00 N
Issue			
Gift Card Number: 5140			
Beg Bal		Tran Amt	End Bal
0.00		100.00	100.00
FHEG GIFTCARD			
015408665	1@	\$100.00	\$100.00 N
Issue			
Gift Card Number: 5329			
Beg Bal		Tran Amt	End Bal
0.00		100.00	100.00
Subtotal			\$500.00
Total Sales Tax			\$0.00
Total			\$500.00
ARHousecharge			\$500.00
Major Acct:606			
Student ID:372880			
Student Name: Office of Provost			
Major Account Name:COD Department Purchase			

Signature: _____
 I am liable for any financial charges to t