

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO373854
Invoice Date: 05/26/21
PO Number: P0373854
Check Number: 0282284
Check Amount: \$ 4,002.80
Check Date: 06/22/2021
Department ID: 00097
Reviewer Name: Monica Miller
Voucher Number: V0687077
Redaction Type: None
Document Type: AP Invoice

Document Below

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

Sent: Wed Jun 16 12:39:24 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage Bookstore Department Purchase billing PO 373854

APPROVED
06/17/21 - KRISTINE FAY

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# 373854

TOTAL DUE: \$ 111.60

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-210616131638.pdf]



Follett

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

STORE
NO. 0784

Customer's Order No.		373854		Date		05/26/24		20									
Sold to																	
Business & Tech.																	
Address																	
City																	
TERESA DIETZ																	
Sold by		Cash		C.O.D.		Charge		On Acct.		Mdse. Ret.		Paid Out					
Quantity		Description								Price		Amount					
1		SKU - 011124846										64		50			
		HOW TO LAND your 1st															
		PARALEGAL JOB (W).															
1		SKU - 011116157										75		00			
		JOB PLACEMENT STRATEGIES															
		(W).															
<div> <div>INVOICE REVIEWED</div> <div>OKAY TO PAY</div> <div>NICA MILLER 06/17/24</div> </div>																	
Thank You In case of claims or returned goods please present this bill.												Total		111		60	

No.784

Received by

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

373854

Page: 1

Release Method: Hard Copy

Release Date: 05/21/2021

Created Date: 05/21/2021

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: Teresa Dietz

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Please contact Teresa Dietz at norrist@cod.edu to arrange pick up of books.

Requisition Number(s): 685433

Requisitioner Name(s): Monica Miller

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9781418040086	1	Each	Used book "Job Placement Strategies for Paralegals" ISBN9781418040086	\$60.00	\$60.00
Deliver To: Teresa Dietz						
2	9780132069038	1	Each	Used book "How to Land Your First Paralegal Job" ISBN9780132069038	\$51.60	\$51.60
Deliver To: Teresa Dietz						
Sub Total: \$						111.60
Total: \$						111.60

Account Code Summary

Account Code	Account Description	Amount
01-10-00097-5401002		\$111.60

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.

Powered By: eSchoolMall

Print Date: 05/21/2021 9:50:38 AM

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
Used			
How to Land Your First Paraleg			
011124846	1@	\$64.50	\$51.60 N
Discount 20.00%			(12.90)
PL - Department Discount-20%			

Used			
Job Placement Strategies for P			
011116157	1@	\$75.00	\$60.00 N
Discount 20.00%			(15.00)
PL - Department Discount-20%			

Subtotal	\$139.50
Total Discount	(27.90)

Total Sales Tax	\$0.00
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Total	\$111.60
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ARHousecharge	\$111.60
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Major Acct:606
Student ID:373854
Student Name: Business and Tech
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 \$27.90

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO373890
Invoice Date: 05/26/21
PO Number: P0373890
Check Number: 0282284
Check Amount: \$ 4,002.80
Check Date: 06/22/2021
Department ID: 02176
Reviewer Name: Yvonne Bedford
Voucher Number: V0687078
Redaction Type: None
Document Type: AP Invoice

Document Below

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

Sent: Wed Jun 16 12:34:51 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage bookstore- Department Purchase billing PO 373890

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 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 06/17/21

DANIEL DEASY

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# 373890

TOTAL DUE: \$ 432.00

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

INVOICE REVIEWED
OKAY TO PAY
YVONNE BEDFORD 06/1

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

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Follett

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

STORE
NO. 0784

[illegible]

No.784

Received by

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

373890

Page: 1

Release Method: Hard Copy

Release Date: 05/21/2021

Created Date: 05/22/2021

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:**

\$135.00 per book
20% Discount

Requisition Number(s): 685550**Requisitioner Name(s):** Ashley McLaughlin

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	9781305880405	4	Each	New Perspectives Microsoft Office 365 Excel 2016: Comprehensive	\$108.00	\$432.00
Deliver To: McLaughlin, Ashley						

Sub Total: \$ 432.00

Total: \$ 432.00

Account Code Summary

Account Code	Account Description	Amount
06-10-02176-5401002		\$432.00

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@fhg.follett.com
www.efollett.com

ITEM	QTY	PRICE	TOTAL
Used			
New Perspectives Microsoft Off			
017134940	4@	\$135.00	\$432.00 T
Discount 20.00%			(27.00)
PL - Department Discount-20%			

Subtotal	\$540.00
Total Discount	(108.00)

Total Sales Tax	\$0.00
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Total	\$432.00
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ARHousecharge	\$432.00
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Major Acct:606
Student ID:373890
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: 4

YOU SAVED \$108.00

Total Tender	\$432.00
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Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO373720
Invoice Date: 06/11/21
PO Number: P0373720
Check Number: 0282284
Check Amount: \$ 4,002.80
Check Date: 06/22/2021
Department ID: 00441
Reviewer Name: None
Voucher Number: V0687082
Redaction Type: None
Document Type: AP Invoice

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>
Sent: Wed Jun 16 11:40:03 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Follett's College of DuPage bookstore- Department purchase billing PO 373720

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 Morning

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# 373720

TOTAL DUE: \$ 3,120.00

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-210616121356.pdf]



Follett

Bill To:**College of DuPage**College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078**APPROVED****06/17/21 - NICOLE MATOS****PURCHASE ORDER**

373720

1

Page: 1
Hard Copy

Release Date: 05/13/2021

Created Date: 05/13/2021

*** 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: Multiple Locations**PO Created By:** Dando, Anne Marie**Purchase Order Comments:**

Multiple shipments to COD Warehouse

Requisition Number(s): 685395		Requisitioner Name(s): Barbara Groves		Unit Price	Total Price
#	Vendor Item	QTY	UOM	Description	
1		130	Each	Book Order - "Creating a Data-Informed Culture in Community Colleges" by Brad C. Phillips and Jordan	\$24.00 \$3,120.00
	Deliver To: Multiple Locations				
2		1	Each	Follett's will deliver via COD Warehouse - Free of Charge	\$0.00 \$0.00
	Deliver To: Multiple Locations				
				Sub Total: \$	3,120.00
				Total: \$	3,120.00

Account Code Summary		Amount
Account Code	Account Description	
01-20-00441-5401002		\$3,120.00

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.

Print Date: 05/13/2021 2:15:22 PM

**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
CREATING A DATA INFORMED			
024278245	130@	\$30.00	\$3,120.00 T
Discount 20.00%			(6.00)
PL - Department Discount-20%			
Subtotal			\$3,900.00
Total Discount			(780.00)
Total Sales Tax			\$0.00
Total			\$3,120.00

ARHousecharge \$3,120.00
Major Acct:606
Student ID:373720
Student Name: Provost
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: 130

YOU SAVED \$780.00

Total Tender \$3,120.00

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084530
Vendor Name: Follett's College of DuPage
Invoice Number: PO373220
Invoice Date: 06/16/21
PO Number: P0373220
Check Number: 0282284
Check Amount: \$ 4,002.80
Check Date: 06/22/2021
Department ID: 15065
Reviewer Name: Cynthia Yearman
Voucher Number: V0687233
Redaction Type: None
Document Type: AP Invoice

Document Below

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

Sent: Thu Jun 17 14:06:35 CDT 2021

To: invoicing@cod.edu

CC:

Subject: [External] Follett's College of DuPage Bookstore Department Purchase billing PO# 373220

APPROVED
06/21/21 - JANE SCHUBERT

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 Follett's with your payment. If you have any questions, please feel free to contact me at your convenience.

We would like to thank you for our partnership in providing quality educational materials for the students at the College of DuPage.

The attached invoice is for this term, due no later than within 30 days for this notice.

Follett's College of DuPage Bookstore Department Purchase

PO# 373220

TOTAL DUE: \$ 320.00

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

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-210617144440.pdf]



Follett

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

STORE
NO. 0784

Customer's Order No.						Date							
Sold to													
Address													
City													
Sold by	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret.	Paid Out							
Quantity	Description					Price	Amount						
2	Sku - 00932164					2.00	400	00					
	MATH FOR HLTH CAREERS.												
	DPT Dis. 20%												
						Tax	-	00					
Thank You						In case of claims or returned goods please present this bill.	Total	320	00				

No.784

Received by

Cheryl Martin

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

373220

Page: 1

Release Method: Hard Copy

Release Date: 04/07/2021

Created Date: 04/07/2021

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: Towne, Jordan

Purchase Order Comments:

Requisition Number(s): 684655		Requisitioner Name(s): Cynthia Yearman				
#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	ISBN: 9780827355699	2	Each	Follett's "Mathematics for Health Careers" for MAA	\$160.00	\$320.00
Deliver To: c yearman src 2102					Sub Total: \$	320.00
					Total: \$	320.00
Account Code Summary						Amount
Account Code	Account Description					
01-10-15065-5401002						\$320.00

Terms and Conditions:

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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

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			
Mathematics for Health Careers			
009321647	2@	\$200.00	\$320.00 T
Discount 20.00%			(40.00)
PL - Department Discount-20%			

Subtotal	\$400.00
Total Discount	(80.00)

Total Sales Tax	\$0.00
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Total	\$320.00
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ARHousecharge \$320.00
Major Acct:606
Student ID:373220
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: 2

YOU SAVED \$80.00

Total Tender	\$320.00
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Change Due \$0.00

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084530

Vendor Name: Follett's College of DuPage

Invoice Number: PO373805

Invoice Date: 05/27/21

PO Number: P0373805

Check Number: 0282284

Check Amount: \$ 4,002.80

Check Date: 06/22/2021

Department ID: 00433

Reviewer Name:

Voucher Number: V0687235

Redaction Type: None

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

Document Below

From: Shaba Patel (0784) <s.patel@follett.com>
Sent: Thu Jun 17 14:02:41 CDT 2021
To: invoicing@cod.edu
CC:
Subject: [External] Follett's College of DuPage bookstore- Department Purchase billing PO 373805

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# 373805

TOTAL DUE: \$ 19.20

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

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-210617143543.pdf]



Follett

3 WAY MATCH

NO. 0784

[illegible]

Received by

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

373805

Page: 1
Release Method: Hard Copy
Release Date: 05/19/2021
Created Date: 05/19/2021

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: Monica Miller

PO Created By: Dando, Anne Marie

Purchase Order Comments:

Business/Management/Marketing instructor will be picking up the item. Please let us know when the item is ready so that she can make arrangements for campus access.

Requisition Number(s): 685317

Requisitioner Name(s): Monica Miller

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1	084110 PLUSH/784-10/ Deliver To: Monica Miller	1	Each	College of DuPage 10" Plush Bird	\$24.00	\$24.00
					Sub Total: \$	24.00
					Total: \$	24.00

Account Code Summary

Account Code	Account Description	Amount
01-20-00433-5401002		\$24.00

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

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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%			

Subtotal	\$24.00
Total Discount	(4.80)

Total Sales Tax	\$0.00
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Total	\$19.20
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ARHousecharge	\$19.20
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Major Acct:606
Student ID:373805

Student Name: Business and Tech
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 \$4.80

Total Tender	\$19.20
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Change Due	\$0.00
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