

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education

Invoice Number: 05.24.21

Invoice Date: 05/24/21

PO Number:

Check Number: E0085097

Check Amount: \$ 24,069.18

Check Date: 06/15/2021

Department ID:

Reviewer Name:

Voucher Number: V0682837

Redaction Type: FERPA

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

Document Below

College of DuPage - Accounts Payable

Check Request Form

revised 3/27/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 5/26/2021
Vendor ID: 1084587

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
05 24 21		01	00	00000	2300016	Other Students Bookbills	\$ 24,069.18
Grand Total							\$ 24,069.18

--- \$1,000 and Greater: Approval of Division Vice President Required ---

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ We, the undersigned, hereby certify that the goods/services for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

AP VERIFIED
05/27/21 - BETHANY CRUSE

Payee Name: Follett Bookstore Other Instructions:

Payee Address:

Description on Check:

2021SU Follett Bookstore Charges from May 10th to May 23rd, 2021.

Approvals:

Prepared By: David Hamler
Signature: David PS Hamler
Payment Due: 6/25/2021
Board Approved Date:

Reviewed by: Michelle Resnick Date: 05/26/2021
Signature: Michelle Resnick
Approved By: David Virgilio Date: 5/26/21
Signature: David Virgilio
Approved By Division VP: Eileen M. Roberts Date: 5.26.2021
Signature: Eileen M. Roberts

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

From: Resnick, Michelle <resnickm@cod.edu>
Sent: Thu May 27 07:56:25 CDT 2021
To: invoicing@cod.edu
CC: sekerkaj@cod.edu,barriosi142@cod.edu,cruseb199@cod.edu,zerrudom@cod.edu,hamlerd@cod.edu
Subject: FW: Follett FA Invoice 2021SU #1 - for approval

Good Morning,

Attached please find a check request.

Please let me know if you have any questions.

Thank you.

Michelle Resnick
Manager of Accounts Receivable
College of DuPage

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Wednesday, May 26, 2021 4:44 PM
To: Resnick, Michelle <resnickm@cod.edu>
Cc: Hamler, David <hamlerd@cod.edu>
Subject: FW: Follett FA Invoice 2021SU #1 - for approval

Hi Michelle,

Ellen has approved.

Thank you.

Vera Humphrey
Administrative Assistant to the
Interim Vice President
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)

x

From: Roberts, Ellen <roberts@cod.edu>
Sent: Wednesday, May 26, 2021 4:38 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Follett FA Invoice 2021SU #1 - for approval

Vera,

Here you go . . .

Thank you,

Ellen

Ellen M. Roberts
Interim Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Wednesday, May 26, 2021 4:16 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Follett FA Invoice 2021SU #1 - for approval

Hi Ellen,

For your approval.

Thank you.

Vera Humphrey
Administrative Assistant to the
Interim Vice President
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)

x

From: Resnick, Michelle <resnickm@cod.edu>
Sent: Wednesday, May 26, 2021 2:49 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Cc: Hamler, David <hamlerd@cod.edu>
Subject: FW: Follett FA Invoice 2021SU #1

Good Afternoon Vera,

When possible, can you please route this to Ellen for her review and signature?

Please let me know if you have any questions.

Thank you.

Michelle Resnick
Manager of Accounts Receivable
College of DuPage

From: Virgilio, David <virgilioid@cod.edu>

Sent: Wednesday, May 26, 2021 2:48 PM
To: Resnick, Michelle <resnickm@cod.edu>
Cc: Hamler, David <hamlerd@cod.edu>
Subject: RE: Follett FA Invoice 2021SU #1

Approved

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Resnick, Michelle <resnickm@cod.edu>
Sent: Wednesday, May 26, 2021 2:28 PM
To: Virgilio, David <virgiliod@cod.edu>
Cc: Hamler, David <hamlerd@cod.edu>
Subject: FW: Follett FA Invoice 2021SU #1

Hi –signature please. Thank you!

Michelle Resnick
Manager of Accounts Receivable
College of DuPage

From: Hamler, David <hamlerd@cod.edu>
Sent: Wednesday, May 26, 2021 2:22 PM
To: Resnick, Michelle <resnickm@cod.edu>
Subject: Follett FA Invoice 2021SU #1

Hello,

Attached is the first Follett Bookstore Invoice for 2021 Summer FA purchases.

Thank you,

David Hamler
Accounts Receivable Coordinator
College of DuPage

[attachment: Follett FA Invoice 2021SU 05-09-21 thru 05-23-21.pdf]

Customer Statement
between 5/9/2021 and 5/23/2021

5/24/2021

Bill To:

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

Send Payments To:

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

Attention:

Please include the store number on your remittance

The Last Payment date 4/30/2021 9:57:19 AM

Amount \$3,800.91

Major Account # 7840000001

Total Remaining Amount

\$24,069.18

Transaction Period: 5/9/2021 - 5/23/2021

Unapplied Payments:

\$0.00

Amount Due By: 5/31/2021

\$24,069.18

Invoi
Num

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

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

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PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

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PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS



Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

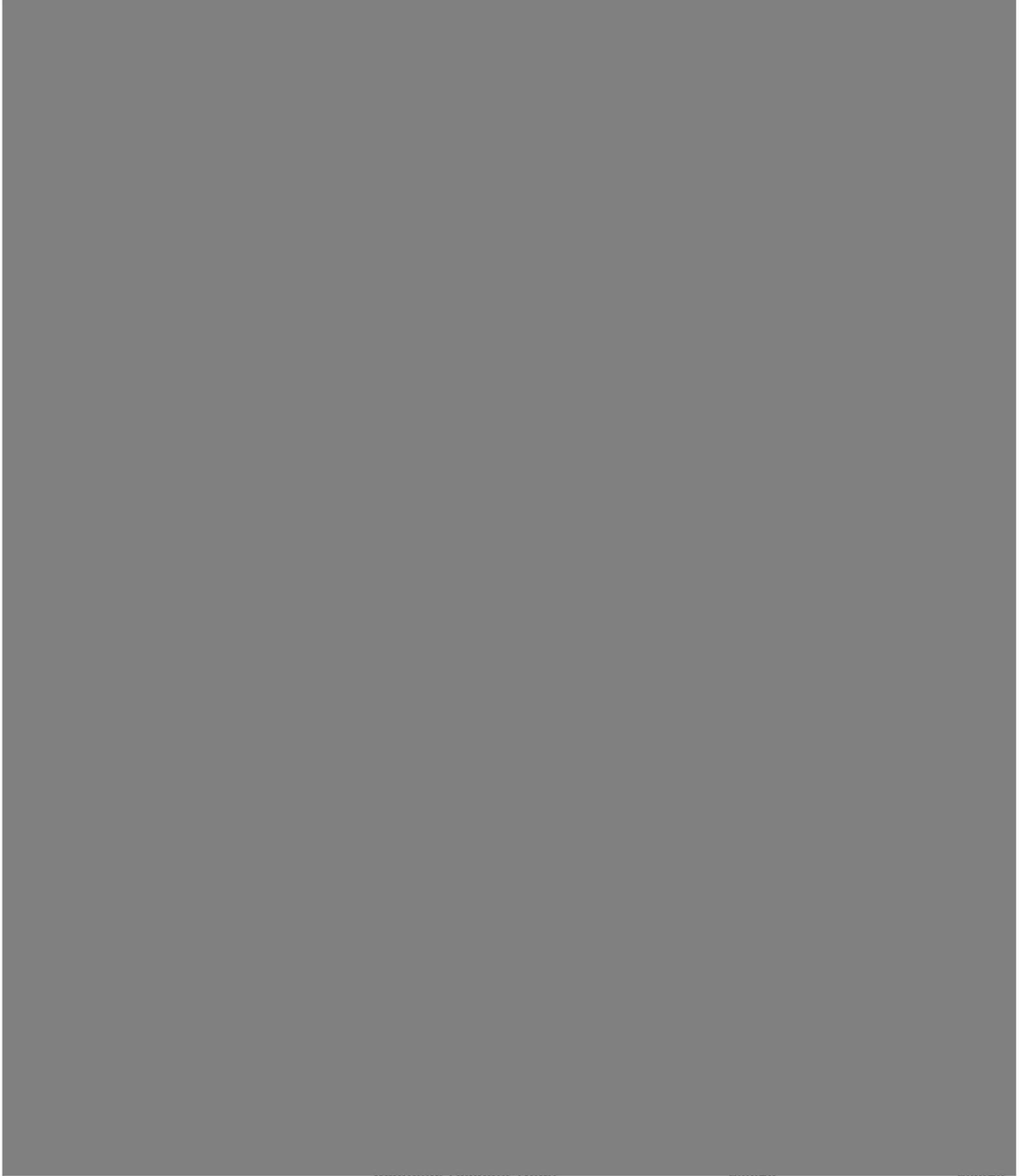
Customer Account Total:

\$200.25

\$200.25

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS



Customer Account Detail

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Page 8 of 10

Statement Inquires, please call:

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

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Statement Inquires, please call:

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