

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: 002660  
Invoice Date: 4/11/2022  
PO Number: P0002660  
Check Number: 0299119  
Check Amount: \$ 3,950.94  
Check Date: 05/13/2022  
Voucher Number: V0737032  
Document Type: AP Invoice

Document Below

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			
Print Reading for Construction			
024822285	9@	\$126.00	\$907.20 T
Discount 20.00%			(25.20)
PL - Department Discount - 20%			
Subtotal			\$1,134.00
Total Discount			(226.80)
Total Sales Tax			\$0.00
Total			\$907.20
ARHousecharge			\$907.20
Major Acct: 606			
Student ID: 002660			
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: 9			
YOU SAVED \$226.80			
Total Tender			\$907.20
Change Due			\$0.00



00784102485620220411

Associate: Lynette

Thank You For Shopping At  
FOLLETT STORE 0784  
Please Save Receipt for Return

4856 0784 102 102 4/11/22 4:54 PM

SALE

\*\*\*\*\*Return Policy\*\*\*\*\*

Valid ID and receipt required for all returns, exchanges and refunds. Non-textbook items may be returned within 30 days of purchase. Textbook returns may be accepted if within the posted current term deadline. All gift card sales are final. Other restrictions may apply, see store for complete details.

\*\*\*\*\*  
\* We want your feedback! \*  
\* Go to: \*  
\* www.follettexperience.com \*  
\* \*  
\* Get \$5 off on minimum \$40 purchase \*  
\* \*  
\* Validation Code: \*  
\* Offer expires 30 days from \*  
\* purchase date. Exceptions apply, \*  
\* see stores for complete details \*  
\*\*\*\*\*

\*\*\*\*\*Store Message\*\*\*\*\*  
Course Materials refunds- 2 days from time  
of purchase. Tech items 14days

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

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[External] Fw: College of DuPage PO# P0002660

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

Mon, Apr 11, 2022 at 09:56 PM GMT

CC: McLaughlin, Ashley <mclaughl@cod.edu>

BCC:

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.

Please see the attached invoice/ receipt for the below PO- dpt purchase

**Shaba Patel**

Operations Manager

Tel: (630)942-4347  
Follett Higher Education  
College of DuPage Bookstore  
425 Fawell Blvd, Glen Ellyn, IL 60137  
s.patel@follett.com/ patelsh@cod.edu/ www.codbooks.com

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**From:** Kalish, Amber  
**Sent:** Thursday, April 7, 2022 10:27 AM  
**To:** Brown, Celeste  
**Cc:** McLaughlin, Ashley; Hasse, Debra  
**Subject:** College of DuPage PO# P0002660

Dear Vendor,

Please review referenced below and confirm receipt of PO (Reply ALL) and process accordingly.  
Embedded below is a College of DuPage (COD) Purchase Order for processing. To avoid any confusion, COD requests all packages include the PO # for each shipment.  
Warehouse Hours Monday through Friday: 7:30am to 4:00pm  
Shipping questions? Contact the COD Warehouse at: 630-942-2550  
Invoicing

**Procurement Services does not process payments.**

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. Per our Purchase Order terms and conditions, please submit all invoices directly to our Accounts Payable Department.

Invoices must be sent in **PDF format** to [invoicing@cod.edu](mailto:invoicing@cod.edu) to ensure proper approval routing and expedited payments.

**Submission of Invoices Instructions**

- Invoices containing Purchase Order Numbers must clearly be indicated on the invoice
- Electronic Invoices must be submitted in PDF format only
- One invoice per e-mail is required
- Non-PO invoices must contain department number for proper routing of approvals

**Safer, Efficient, and Expedited Payments**

**ACH Payments**

For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to [purchasing@cod.edu](mailto:purchasing@cod.edu)

**Invoice questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228**

**Thank you!**

**Procurement Services**

[Purchasing@cod.edu](mailto:Purchasing@cod.edu)



**2 attachments**

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00784102485620220411SaleReturn.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: 00101  
Invoice Date: 4/18/2022  
PO Number:  
Check Number: 0299119  
Check Amount: \$ 3,950.94  
Check Date: 05/13/2022  
Voucher Number: V0737055  
Document Type: AP Invoice

Document Below

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
<b>Used</b>			
New Practical Chinese Reader (			
017230888	1@	\$24.00	\$19.20 N
Discount 20.00%			(4.80)
PL - Department Discount - 20%			
<b>New</b>			
New Practical Chinese Reader (			
017259642	1@	\$21.50	\$17.20 N
Discount 20.00%			(4.30)
PL - Department Discount - 20%			
Subtotal			\$45.50
Total Discount			(9.10)
Total Sales Tax			\$0.00
Total			\$36.40
ARHousecharge			\$36.40
Major Acct: 606			
Student ID: 00101			
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			\$9.10
Total Tender			\$36.40

Change Due

\$0.00



00784101247520220418

Associate: Vincent

Thank You For Shopping At  
FOLLETT STORE 0784  
Please Save Receipt for Return

2475 0784 101 101 4/18/22 10:30 AM

SALE

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\*\*\*\*\*  
\* We want your feedback! \*  
\* Go to: \*  
\* www.follettexperience.com \*  
\* \*  
\* Get \$5 off on minimum \$40 purchase \*  
\* \*  
\* Validation Code: \_\_\_\_\_ \*  
\* Offer expires 30 days from \*  
\* purchase date. Exceptions apply, \*  
\* see stores for complete details \*  
\*\*\*\*\*

\*\*\*\*\*Store Message\*\*\*\*\*  
Course Materials refunds- 2 days from time  
of purchase. Tech items 14days



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

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**[External] Fw: Your receipt from the Campus Store**

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

Mon, Apr 18, 2022 at 04:30 PM GMT

CC: Maloney, Susan <maloneys@cod.edu>

BCC:

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.

Please see the attachment for dpt purchase.

Thanks

**Shaba Patel**

Operations Manager

Tel: (630)942-4347

Follett Higher Education

College of DuPage Bookstore

425 Fawell Blvd, Glen Ellyn, IL 60137

s.patel@follett.com/ patelsh@cod.edu/ www.codbooks.com

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**From:** 0784mgr@follett.com <0784mgr@follett.com>

**Sent:** Monday, April 18, 2022 10:30 AM

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

**Subject:** Your receipt from the Campus Store

Thank you for shopping at Follett.

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**2 attachments**

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00784101247520220418SaleReturn.pdf

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084530  
Vendor Name: Follett's College of DuPage  
Invoice Number: 002863  
Invoice Date: 5/5/2022  
PO Number: P0002863  
Check Number: 0299119  
Check Amount: \$ 3,950.94  
Check Date: 05/13/2022  
Voucher Number: V0738072  
Document Type: AP Invoice

Document Below

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			
Pharmacy Technician Workbook &			
022928487	13@	\$53.50	\$556.40 T
Discount 20.00%			(10.70)
PL - Department Discount - 20%			
New			
Pharmacy Technician			
022921360	13@	\$96.00	\$998.40 T
Discount 20.00%			(19.20)
PL - Department Discount - 20%			
New			
Pharmacy Calculations			
022921361	13@	\$64.00	\$665.60 T
Discount 20.00%			(12.80)
PL - Department Discount - 20%			
Subtotal			\$2,775.50
Total Discount			(555.10)
Total Sales Tax			\$0.00
Total			\$2,220.40
ARHousecharge			\$2,220.40
Major Acct: 606			
Student ID: 002863			
Student Name: Cont Education			
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: 39

YOU SAVED \$555.10

Total Tender \$2,220.40

Change Due \$0.00



Associate: Shaba

Thank You For Shopping At  
FOLLETT STORE 0784  
Please Save Receipt for Return

1820 0784 103 103 5/5/22 8:28 AM

SALE

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\* see stores for complete details \*  
\*\*\*\*\*

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

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**[External] Fw: College of DuPage PO# P0002863**

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

Thu, May 5, 2022 at 01:45 PM GMT

CC: McLaughlin, Ashley <mclaughl@cod.edu>

BCC:

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.

Please see the attached receipt/ invoice for the given PO

Ash,

Books are ready for pick up/ delivery. Let me know what works best for you.

Thanks

**Shaba Patel**

Operations Manager

Tel: (630)942-4347

Follett Higher Education

College of DuPage Bookstore

425 Fawell Blvd, Glen Ellyn, IL 60137

s.patel@follett.com/ www.codbooks.com

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**From:** Kalish, Amber

**Sent:** Tuesday, April 26, 2022 10:49 AM

**To:** Bryant, Celeste

**Cc:** McLaughlin, Ashley

**Subject:** College of DuPage PO# P0002863

Dear Vendor,

Please review referenced below and confirm receipt of PO (Reply ALL) and process accordingly.

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**Invoice questions? Contact Accounts Payable at [invoicing@cod.edu](mailto:invoicing@cod.edu) or 630-942-2228**

***Thank you!***

***Procurement Services***

[Purchasing@cod.edu](mailto:Purchasing@cod.edu)



#### **2 attachments**

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