

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084587
Vendor Name: Follett Higher Education, LLC
Invoice Number: 03.06.23
Invoice Date: 3/14/2023
PO Number:
Check Number: E0094398
Check Amount: \$ 202,019.96
Check Date: 03/29/2023
Voucher Number: V0779129
Document Type: AP Invoice

Document Below

Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

| Invoice Number | GL Account number(s) e.g. 01-80-00757-5401001 | GL Account Name e.g. Office Supplies | Amount |
|----------------|--|---|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | \$ |

Check the appropriate box below:

- ☐ 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.

Description on Check:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$5,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form (*cont.*)

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

Customer Statement
between 2/7/2023 and 3/5/2023

3/6/2023

Bill To:

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

Send Payments To:

Follett Higher Education Group, LLC
 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 2/17/2023 12:02:18 PM

Amount \$760,254.40

Major Account # 7840000001

Total Remaining Amount

\$202,019.96

Transaction Period: 2/7/2023 - 3/5/2023

Unapplied Payments:

\$0.00

Amount Due By: 3/31/2023

\$202,019.96

| Invoice Number | Customer Name | Date | Customer # | Transaction Reference | Soc Sec # | Transaction Amount | Student ID # | Remaining Amount |
|----------------|---------------|-----------|--------------------------------|-----------------------------|-----------|--------------------|--------------|------------------|
| | | | 784102102 | | | | | |
| | | 2/8/2023 | | FA CHARGE: 784-103-103-9942 | | \$150.00 | | \$150.00 |
| | | 2/13/2023 | | FA CHARGE: 784-107-107-7132 | | \$129.99 | | \$129.99 |
| | | | Customer Account Total: | | | \$279.99 | | \$279.99 |
| | | | 784103020 | | | | | |
| | | 2/27/2023 | | FA CHARGE: 784-103-103-938 | | \$97.49 | | \$97.49 |
| | | | Customer Account Total: | | | \$97.49 | | \$97.49 |
| | | | 784108051 | | | | 1042423 | |
| | | 2/13/2023 | | FA CHARGE: 784-107-107-7146 | | \$139.64 | | \$139.64 |
| | | | Customer Account Total: | | | \$139.64 | | \$139.64 |
| | | | 784113780 | | | | | |
| | | 2/10/2023 | | FA CHARGE: 784-107-107-7090 | | \$136.99 | | \$136.99 |
| | | 2/27/2023 | | FA CHARGE: 784-107-107-7356 | | \$24.90 | | \$24.90 |
| | | | Customer Account Total: | | | \$161.89 | | \$161.89 |
| | | | 784117426 | | | | | |
| | | 2/13/2023 | | FA CHARGE: 784-103-103-224 | | \$271.44 | | \$271.44 |
| | | 2/22/2023 | | FA CHARGE: 784-102-102-6876 | | \$33.54 | | \$33.54 |
| | | | Customer Account Total: | | | \$304.98 | | \$304.98 |
| | | | 784117950 | | | | | |
| | | 2/17/2023 | | FA CHARGE: 784-103-103-530 | | \$141.27 | | \$141.27 |
| | | | Customer Account Total: | | | \$141.27 | | \$141.27 |

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

PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

Recap of Follett Bookstore FA Purchases
Spring 2023

| DATE | BKBKS | BKTEC | BKCLO | BKGFT | TAX | TOTAL | Invoice | Diff. | Sub-total of invoice |
|--------------|-------------------|-------------------|-----------------|-----------------|------------------|-------------------|-------------------|---------------|----------------------|
| 1/9/2023 | 21,161.15 | 13,252.80 | 284.95 | - | 2,238.69 | 36,937.59 | 36,937.59 | - | |
| 1/10/2023 | 24,179.84 | 5,617.25 | 385.57 | - | 1,667.66 | 31,850.32 | 31,850.32 | - | |
| 1/11/2023 | 22,253.43 | 10,043.40 | 219.90 | - | 2,187.13 | 34,703.86 | 34,703.86 | - | |
| 1/12/2023 | 20,363.18 | 10,000.56 | 185.00 | - | 1,848.69 | 32,397.43 | 32,397.43 | - | |
| 1/13/2023 | 12,876.20 | 1,831.85 | - | - | 728.23 | 15,436.28 | 15,436.28 | - | |
| 1/14/2023 | 6,638.39 | 386.75 | 116.00 | - | 294.37 | 7,435.51 | 7,435.51 | - | |
| 1/16/2023 | 8,107.50 | 189.90 | 48.00 | - | 458.77 | 8,804.17 | 8,804.17 | - | |
| 1/17/2023 | 26,524.36 | 3,641.45 | 36.00 | - | 1,529.45 | 31,731.26 | 31,731.26 | - | |
| 1/18/2023 | 39,264.85 | 8,678.99 | 244.04 | 100.00 | 2,816.45 | 51,104.33 | 51,104.33 | - | |
| 1/19/2023 | 27,420.74 | 12,027.00 | 447.95 | - | 2,422.09 | 42,317.78 | 42,317.78 | - | |
| 1/20/2023 | 23,418.61 | 8,944.33 | 98.00 | - | 2,051.56 | 34,512.50 | 33,980.53 | 531.97 | |
| 1/21/2023 | 18,359.85 | 2,019.42 | 120.00 | - | 961.92 | 21,461.19 | 21,461.19 | - | |
| 1/22/2023 | 11,196.68 | 323.85 | - | - | 412.28 | 11,932.81 | 11,932.81 | - | |
| 1/23/2023 | 53,771.47 | 3,557.35 | 649.28 | 100.00 | 3,120.92 | 61,199.02 | 60,630.97 | 568.05 | |
| 1/24/2023 | 63,380.95 | 1,450.94 | 469.21 | 100.00 | 3,037.46 | 68,438.56 | 68,438.56 | - | |
| 1/25/2023 | 49,062.30 | 8,582.53 | 593.90 | - | 3,472.26 | 61,710.99 | 61,710.99 | - | |
| 1/26/2023 | 41,748.21 | 4,747.78 | 419.32 | 100.00 | 2,238.58 | 49,253.89 | 49,253.89 | - | |
| 1/27/2023 | 24,914.14 | 15,646.51 | 352.95 | 275.00 | 2,491.14 | 43,679.74 | 43,679.74 | - | |
| 1/28/2023 | 6,454.99 | 740.89 | 239.49 | - | 260.35 | 7,695.72 | 7,695.72 | - | |
| 1/29/2023 | 5,091.86 | 3,884.00 | - | - | 502.02 | 9,477.88 | 9,477.88 | - | 660,980.81 |
| 1/30/2023 | 14,086.48 | 6,523.26 | 305.00 | 150.00 | 1,174.21 | 22,238.95 | 22,238.95 | - | |
| 1/31/2023 | 14,236.50 | 6,320.70 | (31.73) | - | 1,079.38 | 21,604.85 | 21,604.85 | - | |
| 2/1/2023 | 7,846.64 | 301.65 | 181.00 | 75.00 | 369.18 | 8,773.47 | 8,773.47 | - | |
| 2/2/2023 | 12,970.55 | 19.90 | 188.00 | 225.00 | 621.97 | 14,025.42 | 14,025.42 | - | |
| 2/3/2023 | 3,917.08 | 204.85 | 36.00 | - | 134.54 | 4,292.47 | 5,392.49 | (1,100.02) | |
| 2/4/2023 | 3,342.43 | 192.95 | - | - | 183.91 | 3,719.29 | 3,719.29 | - | |
| 2/6/2023 | 10,350.74 | 11,498.40 | 378.37 | - | 1,291.61 | 23,519.12 | 23,519.12 | - | 99,273.59 |
| 2/7/2023 | 8,220.50 | 3,240.51 | 416.38 | 200.00 | 650.18 | 12,727.57 | | | |
| 2/8/2023 | 6,157.96 | 128.70 | 146.95 | 225.00 | 123.92 | 6,782.53 | | | |
| 2/9/2023 | 13,668.83 | 10,541.30 | 196.00 | 25.00 | 1,522.51 | 25,953.64 | | | |
| 2/10/2023 | 5,219.38 | 21.04 | 123.00 | 25.00 | 149.09 | 5,537.51 | | | |
| 2/11/2023 | 3,083.71 | 149.80 | 70.00 | - | 87.26 | 3,390.77 | | | |
| 2/13/2023 | 8,069.33 | 2,692.75 | 49.61 | 175.00 | 531.31 | 11,518.00 | | | |
| 2/14/2023 | 5,497.02 | 59.94 | 58.00 | 100.00 | 208.74 | 5,923.70 | | | |
| 2/15/2023 | 7,685.78 | 188.85 | 185.95 | 175.00 | 402.19 | 8,637.77 | | | |
| 2/16/2023 | 7,460.31 | 6,437.80 | 48.38 | 50.00 | 762.53 | 14,759.02 | | | |
| 2/17/2023 | 5,663.46 | 816.90 | - | 300.00 | 286.74 | 7,067.10 | | | |
| 2/18/2023 | 7,449.41 | 371.90 | 18.00 | - | 380.34 | 8,219.65 | | | |
| 2/20/2023 | 11,570.88 | 613.85 | 96.95 | 50.00 | 467.69 | 12,799.37 | | | |
| 2/21/2023 | 7,114.19 | (51.15) | 44.00 | - | 217.76 | 7,324.80 | | | |
| 2/22/2023 | 12,578.06 | 4,370.59 | 36.00 | - | 956.26 | 17,940.91 | | | |
| 2/23/2023 | 6,422.28 | 9,875.58 | 94.00 | 25.00 | 1,018.04 | 17,434.90 | | | |
| 2/24/2023 | 4,545.52 | 2,058.55 | - | - | 358.90 | 6,962.97 | | | |
| 2/25/2023 | 1,112.47 | - | 76.00 | - | 56.21 | 1,244.68 | | | |
| 2/27/2023 | 7,867.83 | 3,112.90 | - | - | 521.13 | 11,501.86 | | | |
| 2/28/2023 | 2,957.05 | 3,696.44 | 140.50 | - | 422.29 | 7,216.28 | | | |
| 3/1/2023 | 1,755.19 | 171.90 | 67.16 | 100.00 | 76.21 | 2,170.46 | | | |
| 3/2/2023 | 2,232.64 | 3,796.06 | 61.00 | - | 377.26 | 6,466.96 | | | |
| 3/3/2023 | (239.25) | - | 28.80 | - | (17.36) | (227.81) | | | |
| 3/4/2023 | 647.64 | - | - | - | 19.68 | 667.32 | | | 202,019.96 |
| Total | 709,679.31 | 192,923.47 | 7,922.88 | 2,575.00 | 49,173.70 | 962,274.36 | 760,254.40 | (0.00) | 962,274.36 |

"Hamler, David" <hamlerd@cod.edu>

FW: Follett Invoice 2023SP #3 - Signatures obtained

"Hamler, David" <hamlerd@cod.edu>

Tue, Mar 14, 2023 at 07:47 PM UTC

CC: Sekerka, Joyce <sekerkaj@cod.edu>, Zerrudo, Marivic <zerrudom@cod.edu>

BCC:

Good afternoon,

Attached is an approved check request for Follett for FA purchases invoice.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

Temp Phone: 331-218-0568

From: Humphrey, Vera <humphreyv@cod.edu>

Sent: Tuesday, March 14, 2023 1:44 PM

To: Resnick, Michelle <resnickm@cod.edu>

Cc: Hamler, David <hamlerd@cod.edu>

Subject: FW: Follett Invoice 2023SP #3 - Signature Needed

Hi Michelle,

Ellen has approved.

Thank you,

Vera Humphrey

Administrative Assistant to the

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)

From: Roberts, Ellen <roberts@cod.edu>
Sent: Tuesday, March 14, 2023 1:12 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Follett Invoice 2023SP #3 - Signature Needed

Good afternoon, Vera –

Attached please find the signed form.

Thank you,

Ellen

Ellen M. Roberts

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: Tuesday, March 14, 2023 1:06 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Follett Invoice 2023SP #3 - Signature Needed

Hi Ellen,

For your approval.

Thank you,

Vera Humphrey

Administrative Assistant to the

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)

From: Resnick, Michelle <resnickm@cod.edu>

Sent: Tuesday, March 14, 2023 12:56 PM

To: Humphrey, Vera <humphreyv@cod.edu>

Cc: Hamler, David <hamlerd@cod.edu>

Subject: FW: Follett Invoice 2023SP #3 - Signature Needed

Good Afternoon, Vera:

At your earliest convenience, 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

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599

Phone 630.942.3052 | Fax 630.942.2297

Remote: M/Tu/Th; Office: W/F

From: Virgilio, David <virgiliiod@cod.edu>
Sent: Tuesday, March 14, 2023 12:54 PM
To: Resnick, Michelle <resnickm@cod.edu>
Subject: RE: Follett Invoice 2023SP #3 - Signature Needed

Approved,

And good call on the file size. As long as AR keeps the full invoice I think this is fine to send to AP.

Thx!

David P. Virgilio, CPA

Controller – Financial Affairs

College of DuPage – Glen Ellyn, IL

phone (630) 942-3028 – fax (630) 942-2297

Spring 2023: M/T: Remote | W/Th/F: On Campus

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

From: Resnick, Michelle <resnickm@cod.edu>
Sent: Tuesday, March 14, 2023 12:51 PM
To: Virgilio, David <virgiliiod@cod.edu>
Subject: FW: Follett Invoice 2023SP #3 - Signature Needed

Signature, please.

Please let me know if you have any questions.

Thank you.

Michelle Resnick

Manager of Accounts Receivable

College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599

Phone 630.942.3052 | Fax 630.942.2297

Remote: M/Tu/Th; Office: W/F

From: Hamler, David <hamlerd@cod.edu>
Sent: Tuesday, March 14, 2023 12:45 PM
To: Resnick, Michelle <resnickm@cod.edu>
Subject: Follett Invoice 2023SP #3

Michelle,

Attached please find the third invoice from Follett for FA purchases during the 2023 Spring term. This check request file is much smaller than normal; AP asked me to drastically reduce the amount of sensitive information usually present that Joyce ends up having to redact. Instead, I just have the front sheet of Follett's invoice (with student names/IDs redacted), and my grand totals page. The BKIR is omitted entirely. I could add that back in – without student names/ IDs – if you think it would be necessary.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

Temp Phone: 331-218-0568

2 attachments

Follett Invoice 03.06.23 2023SP #3.pdf

image001.jpg