

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1084587

**Vendor Name:** Follett Higher Education, LLC

**Check Details:**

**Check Number:** E0106227

**Check Amount:** \$ 118.80

**Check Date:** 3/11/2025

**Invoice Details:**

**Invoice Number:** 03102025

**Invoice Date:** 2/19/2025

**PO Number:** NULL

**Voucher Number:** V0875864

**Document Type:** AP Invoice

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**Document Below**

## Bookstore Order Under \$500

**Instructions:**

This form is to be used for requests to purchase items from the College's Bookstore costing \$500 or less per transaction. Any orders above this amount require a purchase order.

Requester will complete the Customer Section of this form and the bookstore staff will complete the second portion. After transaction has been finalized the bookstore staff will email this form and copy of the receipt to College of DuPage Accounts Payable office as an invoice for payment. Accounts Payable will process invoice for payment to the provided General Ledger number approval workflow.

**-Customer Section-**
**REQUESTER INFORMATION**

Today's Date: 02/19/2025

Name: Ileana Nava

Department: Project Hire-Ed

Contact: Danielle Kuglin Seago: 630-942-2269, kuglinseagod@cod.edu

**GL Account Number (to be paid from):**

(required) 01 30 00472 5406001

Fund                      Function                      Dept.                      Object

**-Bookstore Use Only-**

Item Details - Description	Quantity	Unit Price	Total
Electrical Engineering tables, standards, and formulas, ISBN 9783808532409	1	71	71
Mechanical and Metal Trades Handbook, ISBN 9783808519158	1	48	48

Please see the attached receipt for details.

Subtotal: 119

Tax:

**TOTAL: 119**

**Notes**

Follett purchase the above mentioned books on behalf of Project Hire-Ed (PHE). Follett was able to provide PHE a discount for each of the books (20% off the price) \$88.75 = \$71 and \$60 = \$48.

Date of Order: 03/16/2025

Order Number: 03102025  
Student ID on the receipt

Date completed: 02/19/2025

Completed by Name: LG

Requester Notified: ☐

Shipping Method: To be Delivered: ☐

Pick Up In-Person: ☒

Picked-Up Date: 02/19/2025

Picked Up By (Name): Ileana Nava

Signature: \_\_\_\_\_

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
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New

Electrical Engineering Textboo  
030821855 1@ \$88.50 \$70.80 N  
Discount 20.00% (17.70)  
PL - Department Discount-20%

New

Mechanical & Metal Trades Hand  
030821856 1@ \$60.00 \$48.00 N  
Discount 20.00% (12.00)  
PL - Department Discount-20%

Subtotal \$148.50  
Total Discount (29.70)

Total Sales Tax \$0.00

Total \$118.80

ARHousecharge \$118.80  
Major Acct:606

Student ID:03102025

Student Name: Project Hire-Ed

Major Account Name:COD Department Purchase

Signature: \_\_\_\_\_  
I am liable for any financial charges to t  
he campus regarding my student status and  
restricted merchandise in connection with  
my financial aid account.

Items Purchased: 2

**YOU SAVED \$29.70**

Total Tender \$118.80

Change Due \$0.00

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

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[External] Dpt purchase- 03102025

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

Mon, Mar 10, 2025 at 04:05 PM UTC

CC:

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.

**Shaba Patel**

Store Manager

College of DuPage bookstore

**Phone** 630.942.4347

**Address** 425 Fawell Blvd, Glen Ellyn IL 60137

**Website** follett.com | cod.bkstr.com

**Email** s.patel@follett.com

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**3 attachments**

Outlook-by4gnogh.png

03102025\_03102025104449.PDF

Outlook-vsu4ndsk.png