

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education, LLC

Check Details:

Check Number: E0106373

Check Amount: \$ 4,167.10

Check Date: 3/18/2025

Invoice Details:

Invoice Number: P0016200

Invoice Date: 3/5/2025

PO Number: P0016200

Voucher Number: V0878420

Document Type: AP Invoice

Document Below

Purchase Order**Purchase Order #: P0016200****Order Total: 3,599.00 USD**

Follett Higher Education, LLC

Date: 03/05/2025**Transaction #:** 4439137**Authorized By:** Kellen Fitzpatrick**Requested By:** Ashley McLaughlin**Requester Email:** mclaughl@cod.edu**Phone:** 630-942-2209**Supplier Address:**

Follett Higher Education, LLC
College of DuPage Bookstore
3146 Solutions Center
Chicago, Illinois 60677-3001
United States
Attn: Shaba Patel
Phone:

Ship To:

College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Ashley McLaughlin
Phone: 630-942-2238

Bill To:

College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

Order Comments:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Blood Pressure Cuff	Each	50	29.98 USD	1,499.00 USD
		Ship To Attn: Ashley McLaughlin				
2		Stethoscopes	Each	50	26.50 USD	1,325.00 USD
		Ship To Attn: Ashley McLaughlin				
3		Patient Moving Belts	Each	50	15.50 USD	775.00 USD
		Ship To Attn: Ashley McLaughlin				

Subtotal: 3,599.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 3,599.00 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.

2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu with **only one PDF document per email**. For 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 weekly. 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 a separate cover that outlines the set-up instructions, your log-in, and your 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, 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.

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
ANERIOD W/CASE-BLACK			
008360686	50@	\$29.98	\$1,199.00 T
		Discount 20.00%	(6.00)
PL - Department Discount-20%			

SPRAGUE LITE-BLACK			
008360696	50@	\$26.50	\$1,060.00 T
		Discount 20.00%	(5.30)
PL - Department Discount-20%			

GAIT BELT METAL BUCKLE-ROYAL			
015313838	50@	\$15.50	\$620.00 T
		Discount 20.00%	(3.10)
PL - Department Discount-20%			

Subtotal	\$3,599.00
----------	------------

Total Discount	(720.00)
----------------	----------

Total Sales Tax	\$0.00
-----------------	--------

Total	\$2,879.00
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ARHousecharge	\$2,879.00
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Major Acct:606
Student ID:P0016200
Student Name: Continuing 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: 150

YOU SAVED \$720.00

Total Tender	\$2,879.00
--------------	------------

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

[External] PO# P0016200

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

Wed, Mar 5, 2025 at 09:30 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

3 attachments

Outlook-zlym3ihl.png

Outlook-d1hxg3kk.png

Dep purchase_03052025150929.PDF

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education, LLC

Check Details:

Check Number: E0106373

Check Amount: \$ 4,167.10

Check Date: 3/18/2025

Invoice Details:

Invoice Number: 030625

Invoice Date: 3/6/2025

PO Number: NULL

Voucher Number: V0878388

Document Type: AP Invoice

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:	03/06/2025
Name:	Jennifer Lange
Department:	Continuing Education
Contact:	x2769

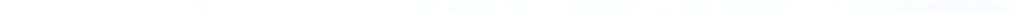
GL Account Number (to be paid from):

(required)	05	62	62004	5407001
	<i>Fund</i>	<i>Function</i>	<i>Dept.</i>	<i>Object</i>

-Bookstore Use Only-

Item Details - Description		Quantity	Unit Price	Total
Please see the attached receipt for details.			Subtotal:	0
			Tax:	
			TOTAL:	0
Notes				

Notes



Date of Order: 3-6-25 Order Number: 030625
Date completed: 3-6-25 Completed by Name: Justin Gher
Requester Notified: ☐ Pick Up In-Person: ☒
Shipping Method: ☐ To be Delivered: ☐ *Student ID on the receipt*

Pick Up In-Person: ☒

Picked-Up Date: _____

Picked Up By (Name): Jennifer Lange

Signature: Aminda Lane

Submit to: S.patel@follett.com or Follettgonzalez@cod.edu

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
=====			
SST/CLASSIC FSN/MS/BLACK/MED/.			
028833795	1@	\$14.95	\$11.96 N
Discount 20.00%			(2.99)
PL - Department Discount-20%			
SST/CLASSIC FSN/MS/HGREY/SM/.			
028833804	1@	\$14.95	\$11.96 N
Discount 20.00%			(2.99)
PL - Department Discount-20%			
BUFFALO CHECK SOCK/SCSPC/1SIZE			
022346534	1@	\$14.00	\$11.20 N
Discount 20.00%			(2.80)
PL - Department Discount-20%			
LANYARD J HOOK 3/8/DKGRN/			
024181232	5@	\$5.95	\$23.80 T
Discount 20.00%			(1.19)
PL - Department Discount-20%			
Subtotal			\$73.65
Total Discount			(14.73)
Total Sales Tax			\$0.00
Total			\$58.92
ARHousecharge			\$58.92
Major Acct:606			
Student ID:030625			
Student Name: Continuing 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: 8

YOU SAVED \$14.73

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

[External] Dpt purchase- 030625

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

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

CC:

BCC:

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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

3 attachments

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030625_03102025105615.PDF

Outlook-dj1lp1sn.png

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education, LLC

Check Details:

Check Number: E0106373

Check Amount: \$ 4,167.10

Check Date: 3/18/2025

Invoice Details:

Invoice Number: 02052025

Invoice Date: 2/5/2025

PO Number: NULL

Voucher Number: V0877666

Document Type: AP Invoice

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: 2/5/25
 Name: Nelson Cantada
 Department: Fashion Studies
 Contact: cantadan@cod.edu

GL Account Number (to be paid from):

(required) 001 10 00065 5401002
 Fund Function Dept. Object

-Bookstore Use Only-

Item Details - Description	Quantity	Unit Price	Total
Patternmaking for Fashion Design	1		
5th Edition			
Helen Joseph Armstrong			

Please see the attached receipt for details.

Subtotal: 0

Tax:

TOTAL: 0

Notes

Date of Order: 02/05/25

Order Number: 02052025
Student ID on the receipt

Date completed: _____

Completed by Name: GC

Requester Notified: ☐

Shipping Method: To be Delivered: ☐

Pick Up In-Person: ☐

Picked-Up Date: _____

Picked Up By (Name): Nelson Cantada

Signature: Nelson Cantada

Submit to: S.patel@follett.com or Follettgonzalez@cod.edu

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
 Patternmaking for Fashion Desi
 011751330 1@ \$218.75 \$175.00 N
 Trans Discount 20.00% (43.75)
 TDSO-% - MANAGER REQUEST

Subtotal \$218.75
 Total Discount (43.75)

Total Sales Tax \$0.00

Total \$175.00

ARHousecharge \$175.00

Major Acct:606
 Student ID:02052025
 Student Name: Fashion Studies
 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: 1

YOU SAVED \$43.75

Total Tender \$175.00

Change Due \$0.00
 * Not an Original Receipt *

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

[External] Dpt purchase- 02052025

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

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

CC:

BCC:

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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

3 attachments

Outlook-1fjcfftb.png

02052025_03102025103329.PDF

Outlook-ccxleojg.png

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education, LLC

Check Details:

Check Number: E0106373

Check Amount: \$ 4,167.10

Check Date: 3/18/2025

Invoice Details:

Invoice Number: DRS310251726776

Invoice Date: 3/12/2025

PO Number: NULL

Voucher Number: V0876113

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 2.21, Vendor Payment.

Date: 3/12/25 Vendor ID: 1084587 Vendor Name: Follett Higher Education
 Payee Address: WEstbrook Corporate Center, Ste 200 Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
DRS 31025 1726776	01-00-00000-2300016	Other Students Bookbills	1,054.18
Total			\$ 1,054.18

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:

DHS - Ramon Cabeza Major Acct - 133 Sherlyn Argueta 1726776

Other Instructions:

All requests will require the following approvals:

Requester: Kevin Hickey Print Name: Kevin Hickey
 Budget Officer: _____ Print Name: _____

Requests \$10,000 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 \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 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.

Hickey, Kevin

From: Annarella, Paul
Sent: Tuesday, March 11, 2025 3:53 PM
To: Hickey, Kevin
Subject: FW: [External] RE: 3-10-25 State of IL Payments - Sherlyn Argueta 1726776

Paul Annarella

Accounts Receivable Coordinator
College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599
Phone 630.942.4472 | Fax 630.942.2297

From: George, Mark <georgem580@cod.edu>
Sent: Tuesday, March 11, 2025 2:32 PM
To: Annarella, Paul <annarellap@cod.edu>
Subject: FW: [External] RE: 3-10-25 State of IL Payments - Sherlyn Argueta 1726776

Paul,

Take a look at this below. I can respond to him afterwards.

Regards,

Mark George

Financial Aid Representative
Office of Student Financial Assistance
630.942.2829
College of DuPage
[425 Fawell Blvd | Glen Ellyn, IL 60137](#)

From: Cabeza, Ramon <Ramon.Cabeza@illinois.gov>
Sent: Tuesday, March 11, 2025 1:37 PM
To: George, Mark <georgem580@cod.edu>
Cc: Hyland, Cassandra <Cassandra.Hyland@Illinois.gov>
Subject: [External] RE: 3-10-25 State of IL Payments - Sherlyn Argueta 1726776

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Hello Mark,

You should have received one check for \$848.99 for an Ipad purchase and the other one for books and supplies for \$205.19 to the bookstore. Can those funds be sent to the bookstore on behalf of DRS for the student?

Thanks

Ramon.

From: George, Mark <georgem580@cod.edu>
Sent: Tuesday, March 11, 2025 12:42 PM
To: Cabeza, Ramon <Ramon.Cabeza@illinois.gov>
Subject: [External] FW: 3-10-25 State of IL Payments - Sherlyn Argueta 1726776
Importance: High

Good Afternoon, Ramon,

Our Accounts Receivable office has a question about payments received on behalf of Sherlyn Argueta 1726776. Can you look into that and let me know what you find out? See emails below.

Regards,

Mark George

Financial Aid Representative
Office of Student Financial Assistance
630.942.2829
College of DuPage
[425 Fawell Blvd | Glen Ellyn, IL 60137](#)

From: Annarella, Paul <annarellap@cod.edu>
Sent: Tuesday, March 11, 2025 12:37 PM
To: George, Mark <georgem580@cod.edu>; Ortiz, Ivette <ortizi520@cod.edu>
Cc: Hamler, David <hamlerd@cod.edu>
Subject: RE: 3-10-25 State of IL Payments - Sherlyn Argueta 1726776

Just ask the counselor about the payment received 3/10/2025 for \$1054.18. Ask if this was issued by DRS and if so why?

Thanks!

Paul Annarella

Accounts Receivable Coordinator
College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599
Phone 630.942.4472 | Fax 630.942.2297

From: Annarella, Paul <annarellap@cod.edu>
Sent: Tuesday, March 11, 2025 11:49 AM
To: Ortiz, Ivette <ortizi520@cod.edu>; George, Mark <georgem580@cod.edu>
Cc: Hamler, David <hamlerd@cod.edu>
Subject: FW: 3-10-25 State of IL Payments - Sherlyn Argueta 1726776
Importance: High

Good morning,

Today we received two payments for student Sherlyn Argueta 1726776 for a total of \$1054.18. Is this student expecting any payment from IL? Is this student using the DRS benefit? I ran a TFAR and do not see this student listed. Any help would be appreciated.

Thanks!

Paul Annarella

Accounts Receivable Coordinator
College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599
Phone 630.942.4472 | Fax 630.942.2297

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FW: Follett Check Request DRS 31025 1726776

Accounts Payable <acctpay@cod.edu>

Thu, Mar 13, 2025 at 07:20 PM UTC

CC:

BCC:

Marivic Zerrudo

Accounts Payable Specialist

[College of DuPage](#)

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599

phone 630-942-2601 | zerrudom@cod.edu

From: Hickey, Kevin <hickeyk158@cod.edu>
Sent: Thursday, March 13, 2025 10:01 AM
To: Accounts Payable <acctpay@cod.edu>
Subject: Follett Check Request DRS 31025 1726776

Good Morning,

Please see the attached for a check request to forward funds received from the state to Follett. Please let me know if you need any additional information.

Thanks,

Kevin

Kevin Hickey

Senior Accountant I Financial Affairs

College of DuPage

425 Fawell Blvd I SRC 2130 I Glen Ellyn, IL 60137-6599 I USA

phone 630.942.2239 I fax 630.942.2297 I hickeyk158@cod.edu

1 attachment

KH 3-10 State of IL Follett Check Request.pdf