

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1084587 **Vendor Name:** Follett Higher Education, LLC

Check Details:

Check Number: E0114410 **Check Amount:** \$ 345.28 **Check Date:** 6/23/2026

Invoice Details:

Invoice Number: 05282026 **Invoice Date:** 5/28/2026 **PO Number:** NULL
Voucher Number: V0941117

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: _____ 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 \$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

** All values are subject to verification and adjustments. **

Balance and Transaction Report - Summary and Detail

Transaction Date: 04/17/2026

Includes Credits and Debits for:	Cust Ref Contains:	Report Settings:
All Transaction Types	SUPPLIER	Only Include Accounts with Activity, Include Multi-Byte and Accented Characters,

Account Name:	COD CONCENTRATION	Last Updated:
Account Number:		04/18/2026
Currency:	USD - US DOLLAR	04:42 AM EDT
Bank:	07100001 - JPMORGAN CHASE BANK, N.A. - ILLINO	

SUMMARY	Ledger	Same Day	Next Day	2 Or More Days
Opening	13,654,442.39	13,654,442.39	0.00	0.00
Credits: (7)	113,285.53	113,285.53	0.00	0.00
Debits: (6)	8,565,356.38	8,565,356.38	0.00	0.00
Closing	5,202,371.54	5,202,371.54	0.00	0.00

SUMMARY OF OTHER BALANCES		
AVG CLOSING AVL BAL PREV MNTH		11,108,122.35
AVG CLOSING AVAILABLE BAL MTD		11,626,388.37
AVG CLOSING AVAILABLE BAL YTD		13,267,490.04
TOTAL FLOAT		0.00
AGGREGATE FLOAT ADJUSTMENT		0.00
CLOSING BALANCE - 3+ DAYS FLT		0.00
OPENING ON 04/20/2026		5,202,371.54
TOTAL ACH CREDIT		27,316.55
TOTAL ZERO BAL ACCNT CREDITS		85,968.98
TOTAL ACH RELATED DEBITS		975,917.31
TOTAL DEPOSITED ITEMS RETURNED		1,567.50
TOTAL ZERO BAL ACCOUNT DEBITS		7,587,871.57

Credits

Tran. Date					Report Time
Value Date	Description	Customer Ref.	Bank Ref.	Credit Amount	(ET)
04/17/2026	EFT CREDIT	SUPPLIER_CONNEC	1063667117TC	345.28	02:23 AM
04/17/2026	-----				
	ORIG CO NAME:	JOLIET JUNIOR CO			
	ORIG ID:	9003459020			
	DESC DATE:	260417			
	ENTRY DESCR:	PAYMENT			
	ENTRY CLASS:	CCD			
	TRACE NO:	086300013667117			
	ENTRY DATE:	260417			
	IND ID NO:	SUPPLIER_CONNEC			
	IND NAME:	COLLEGE OF DUPAGE			
	COMPANY DATA:	00000000000000001280			
	REMARK:	1402978\			
	ORIG BANK:	OLD NATIONAL BANK			

	Credit Summary	6 items		112,940.25	
	Available:			112,940.25	

	Credit Totals:	7 items		113,285.53	

From: [Kimberly Kraus](#)
To: [Hall, Shameica](#); [Shaba Patel \(0784\)](#); [Annarella, Paul](#)
Cc: [COD Bookstore](#); [Resnick, Michelle](#)
Subject: RE: [External] Re: 4-17-26 Joliet Junior College Payment
Date: Friday, May 15, 2026 10:58:30 AM
Attachments: [image002.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Good morning,

Please cut a check to the bookstore for Eric Pettway charges.

Shaba, please process the check as payment on account at POS.

Thank you,

Kimberly K. Kraus
Field Accounting Analyst



Phone: 920-946-1720

Website: www.follett.com

Email: k.kraus@follett.com

From: Hall, Shameica <halls115@cod.edu>
Sent: Thursday, May 14, 2026 10:33 AM
To: Shaba Patel (0784) <s.patel@follett.com>; Annarella, Paul <annarellap@cod.edu>
Cc: 0784mgr <0784mgr@follett.com>; Resnick, Michelle <resnickm@cod.edu>; Kimberly Kraus <k.kraus@follett.com>
Subject: RE: [External] Re: 4-17-26 Joliet Junior College Payment

CAUTION: This email was sent from outside of Follett. Please be careful with web links or attachments, and avoid entering credentials when you are not expecting a login prompt.

Hello,

I don't believe this matter was ever resolved.

Is the bookstore going to apply this book charge to the student's account and then we apply the payment, or do we need to get a check cut to the bookstore? If neither of those options work, should we just send the funds back to Joliet Junior College? I have attached the payment in question. Please advise.

Best regards,

Shameica Hall
Accountant II - Financial Affairs
[College of DuPage](#)

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA
Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu



From: Shaba Patel (0784) <s.patel@follett.com>
Sent: Tuesday, April 21, 2026 1:40 PM
To: Annarella, Paul <annarellap@cod.edu>

Cc: COD Bookstore <0784mgr@follett.com>; Resnick, Michelle <resnickm@cod.edu>; Hall, Shameica <halls115@cod.edu>; Kimberly Kraus <k.kraus@follett.com>

Subject: [External] Re: 4-17-26 Joliet Junior College Payment

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.

Hi Paul

Thank you for the information. Yes, the bookstore was expecting the payment which was submitted to the school.

I am tagging our AR contact who handles our account.

Kimberly, can you please assist with the next step.

Thanks

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

From: Annarella, Paul <annarellap@cod.edu>

Sent: Tuesday, April 21, 2026 1:13 PM

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

Cc: 0784mgr <0784mgr@follett.com>; Resnick, Michelle <resnickm@cod.edu>; Hall, Shameica <halls115@cod.edu>

Subject: FW: 4-17-26 Joliet Junior College Payment

CAUTION: External Email

Good afternoon,

The College of DuPage received the following payment on 4/20/2026. We called the number listed and was told its for student Eric Pettway for Spring 2026 bookstore charges. Were you expecting this payment? Was this something invoiced by the bookstore? It was mentioned that there is an invoice # 1402978 affiliated with it.

Thanks!

Comments: Spring 2026 Books for Grundy Dislocated Worker, Invoice#1402978		Bill To: Joliet Junior College 1215 Houbolt Road Joliet, IL 60431-8938 United States of America Roxanne Venegas (815) 280-6678															
		<table border="1"> <tr> <th>Currency</th> <th>Total Lines Amount</th> <th>Total Tax Amount</th> <th>Total PO Amount</th> </tr> <tr> <td>USD</td> <td>345.28</td> <td>0.00</td> <td>345.28</td> </tr> </table>	Currency	Total Lines Amount	Total Tax Amount	Total PO Amount	USD	345.28	0.00	345.28							
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1		Spring 2026 Books for Grundy Workforce Dislocated Worker	01/05/2026	05/15/2026		345.28											
Messages																	

"Hall, Shameica" <halls115@cod.edu>

Check Request Follett COD Bookstore

"Hall, Shameica" <halls115@cod.edu>

Thu, May 28, 2026 at 06:35 PM UTC

CC:

BCC:

Hello,

Please process at your earliest convenience. TIA

Best regards,

Shameica Hall

Accountant II - Financial Affairs

[College of DuPage](#)

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

Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu

2 attachments

SH 5-28-26 Check Request-Follett-Pettway.pdf

image001.png