

Information:

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

Check Details:

Check Number: E0114472 **Check Amount:** \$ 68,876.21 **Check Date:** 6/23/2026

Invoice Details:

Invoice Number: 06.12.26 **Invoice Date:** 6/17/2026 **PO Number:** NULL
Voucher Number: V0942473

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

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 Invoice
Period Ending 4/30/2026

Major Name

Invoice # **1407741**

5/8/2026

Bill To:	Send Payments To:
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College of DuPage Datatel

Remit Payment Via Check, ACH, or Wire

425 Fawell Blvd

Lockbox

Glen Ellyn, IL 60137

Follett Higher Education Group, LLC

Glen Ellyn, IL 60137

College of DuPage Bookstore

Glen Ellyn, IL 60137

Store No 784 M.A 7840000001

3146 SOLUTIONS CENTER

CHICAGO, IL 60677-3001

Attention: Unassigned

ACH/Wire

Please include the store number on your remittance

Please contact your Field Analyst for bank information
Federal Tax ID:36-2593135

Major Account # 7840000001	Total Invoice Amount (\$103.75)
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Amount Due By: 6/6/2026

Customer Name		Customer #	Soc Sec #	Student ID #	
Date	Transaction Reference	Transaction Amount		Remaining Amount	
	784146940				
4/17/2026	FA CREDIT: 784-104-104-2623	(\$103.75)		(\$103.75)	
		Customer Account Total:		(\$103.75)	
		Major Account Total:		(\$103.75)	

Invoice Inquires - Please contact FollettARDept@follett.com
PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

Customer Invoice
Period Ending 5/31/2026

Major Name

Invoice # 1412017

6/12/2026

Bill To:	Send Payments To:
College of DuPage Datatel	Remit Payment Via Check, ACH, or Wire
425 Fawell Blvd	<u>Lockbox</u>
Glen Ellyn, IL 60137	Follett Higher Education Group, LLC
Glen Ellyn, IL 60137	College of DuPage Bookstore
Glen Ellyn, IL 60137	Store No 784 M.A 7840000001
	3146 SOLUTIONS CENTER
	CHICAGO, IL 60677-3001
Attention: Unassigned	<u>ACH/Wire</u>
Please include the store number on your remittance	Please contact your Field Analyst for bank information Federal Tax ID:36-2593135

Major Account # 7840000001	Total Invoice Amount	\$68,979.96
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Amount Due By: 7/12/2026

Customer Name	Customer #	Soc Sec #	Student ID #	
Date	Transaction Reference			Transaction Amount
				Remaining Amount
	784154708			
5/19/2026	FA CHARGE: 784-101-101-9311			\$265.04
				\$265.04
	Customer Account Total:			\$265.04
	784142204			
5/20/2026	FA CHARGE: 784-108-108-4674			\$4.31
				\$4.31
	Customer Account Total:			\$4.31
	784149857			
5/21/2026	FA CHARGE: 784-101-101-9372			\$110.99
				\$110.99
	Customer Account Total:			\$110.99
	784152875			
5/27/2026	FA CHARGE: 784-108-108-4891			\$20.57
				\$20.57
5/27/2026	FA CHARGE: 784-108-108-4893			\$356.14
				\$356.14

Invoice Inquires - Please contact FollettARDept@follett.com
PLEASE INCLUDE REFERENCE NUMBER WITH ALL PAYMENTS

Recap of Follett Bookstore FA Purchases
Summer 2026

DATE	BKBKS	BKTEC	BKCLO	BKGFT	TAX	TOTAL	Invoice	Diff.	Sub-total of invoice
4/17/2026	(103.75)	-	-	-	-	(103.75)	(103.75)	-	
5/18/2026	3,010.87	3,700.98	389.80	1,350.00	505.68	8,957.33	8,957.33	-	
5/19/2026	4,225.88	413.49	146.94	1,152.29	259.02	6,197.62	6,197.62	-	
5/20/2026	3,754.45	3,331.75	52.50	1,420.00	526.98	9,085.68	9,085.68	-	
5/21/2026	6,523.23	1,116.00	263.90	414.95	557.38	8,875.46	8,875.46	-	
5/22/2026	3,141.45	505.11	29.95	225.00	209.97	4,111.48	4,111.48	-	
5/23/2026	1,025.70	64.98	70.95	795.00	38.48	1,995.11	1,995.11	-	
5/26/2026	3,692.67	1,337.99	70.42	308.95	267.21	5,677.24	5,677.24	-	
5/27/2026	3,988.73	884.00	-	195.00	277.10	5,344.83	5,344.83	-	
5/28/2026	5,156.92	1,619.57	254.95	-	464.50	7,495.94	7,495.94	-	
5/29/2026	5,035.18	1,657.00	160.00	105.95	382.99	7,341.12	7,341.12	-	
5/30/2026	3,218.41	69.98	34.95	405.95	168.86	3,898.15	3,898.15	-	68,876.21
Total	42,669.74	14,700.85	1,474.36	6,373.09	3,658.17	68,876.21	68,876.21	-	68,876.21

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

FW: Check Request for Follett - 2026SU FA Bookstore Purchases (signatures needed)

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

Wed, Jun 17, 2026 at 02:49 PM UTC

CC:

BCC:

Good morning,

Attached is a completed check request for Follett for 2026SU FA purchases.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

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

Phone 630.942.4568 | Fax 630.942.2297

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

Sent: Wednesday, June 17, 2026 9:06 AM

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

Subject: FW: Check Request for Follett - 2026SU FA Bookstore Purchases (signatures needed)

Hi David,

Ellen has approved.

Thank you.

Vera Humphrey

Executive 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: Wednesday, June 17, 2026 8:44 AM

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

Subject: RE: Check Request for Follett - 2026SU FA Bookstore Purchases (signatures needed)

Good morning, Vera –

Attached please find the signed request 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: Wednesday, June 17, 2026 8:40 AM

To: Roberts, Ellen <roberts@cod.edu>

Subject: FW: Check Request for Follett - 2026SU FA Bookstore Purchases (signatures needed)

Hi Ellen,

Attached is a check request for your approval.

Thank you.

Vera Humphrey

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

Sent: Tuesday, June 16, 2026 12:40 PM

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

Subject: FW: Check Request for Follett - 2026SU FA Bookstore Purchases (signatures needed)

Good afternoon,

Attached is a check request for Follett for 2026SU FA purchases (less one credit from April) requiring one more signature. The grand total of this invoice is \$68,876.21.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

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

Phone 630.942.4568 | Fax 630.942.2297

From: Brady, Scott <bradys310@cod.edu>

Sent: Tuesday, June 16, 2026 12:37 PM

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

Subject: RE: Check Request for Follett - 2026SU FA Bookstore Purchases (signatures needed)

Here you go

Scott L. Brady, CPA

Chief Financial Officer

College of DuPage

425 Fawell Blvd.

SRC 2130L

Glen Ellyn, IL 60137-6599

Direct: 630.942.2219

Email: bradys310@cod.edu

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

Sent: Tuesday, June 16, 2026 11:16 AM

To: Brady, Scott <bradys310@cod.edu>

Subject: FW: Check Request for Follett - 2026SU FA Bookstore Purchases (signatures needed)

Good morning,

Attached is a check request for Follett for 2026SU FA purchases (less one credit from April). The grand total of this invoice is \$68,876.21.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

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

Phone 630.942.4568 | Fax 630.942.2297

From: Virgilio, David <virgiliod@cod.edu>

Sent: Tuesday, June 16, 2026 10:42 AM

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

Subject: RE: Check Request for Follett - 2026SU FA Bookstore Purchases (signatures needed)

Approved thx!

David P. Virgilio, CPA

Controller – Financial Affairs

College of DuPage SRC 2130M – Glen Ellyn, IL

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

Relator I Discipline I Individualization I Achiever I Responsibility

Work Location Schedule: M/T: Remote W/Th: On Campus

During Summer, the College is closed on Fridays (June 5 – August 7)

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

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

Sent: Tuesday, June 16, 2026 10:08 AM

To: Virgilio, David <virgiliod@cod.edu>

Subject: Check Request for Follett - 2026SU FA Bookstore Purchases (signatures needed)

Good morning,

Attached is a check request for Follett for 2026SU FA purchases (less one credit from April). The grand total of this invoice is \$68,876.21.

Thank you,

David Hamler

Accounts Receivable Coordinator

College of DuPage

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

Phone 630.942.4568 | Fax 630.942.2297

3 attachments

image002.jpg

Follett Invoice 06.16.26 2026SU #1.pdf

image003.png