

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education, LLC

Check Details:

Check Number: E0108203

Check Amount: \$ 12.78

Check Date: 6/24/2025

Invoice Details:

Invoice Number: 052325

Invoice Date: 5/23/2025

PO Number: NULL

Voucher Number: V0891040

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: 5/23/25
 Name: Jacqueline Rangel
 Department: Student Life
 Contact: X3733

GL Account Number (to be paid from):

(required) 05 60 12931 5501002
 Fund Function Dept. Object

-Bookstore Use Only-

Item Details - Description	Quantity	Unit Price	Total

Please see the attached receipt for details.

Subtotal: 0

Tax:

TOTAL: 0

Notes

Date of Order: 05/23/25

Order Number: 052325
Student ID on the receipt

Date completed: 05/25/25

Completed by Name: [Signature]

Requester Notified: ☐

Shipping Method: To be Delivered: ☐

Pick Up In-Person: ☒

Picked-Up Date: _____

Picked Up By (Name): _____

Signature: _____

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
BATTERY 4PK AA DURACELL			
009100058	2@	\$7.99	\$12.78 T
Discount 20.00%			(1.60)
PL - Department Discount-20%			

Subtotal	\$15.98
Total Discount	(3.20)

Total Sales Tax	\$0.00
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Total	\$12.78
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ARHousecharge	\$12.78
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Major Acct:606
Student ID:052325
Student Name: Student Life
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: 2

YOU SAVED \$3.20

Total Tender	\$12.78
Change Due	\$0.00



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

[External] 052325

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

Wed, Jun 4, 2025 at 05:50 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

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