

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education, LLC

Check Details:

Check Number: E0109767

Check Amount: \$ 263.84

Check Date: 9/30/2025

Invoice Details:

Invoice Number: 082525

Invoice Date: 8/29/2025

PO Number: NULL

Voucher Number: V0904692

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:

Name:

Larisa Miller

Department:

Library

Contact:

x3664 millerl@cod.edu

GL Account Number (to be paid from):

(required) 01

20

15240

5405001

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:

08/29/25

Order Number:

082925

Student ID on the receipt

Date completed:

08/29/25

Completed by Name:

Requester Notified:

☐

Shipping Method:

To be Delivered:

☐

Pick Up In-Person:

☐

Picked-Up Date:

8/29/25

Picked Up By (Name):

LARISA MILLER

Signature:

Larisa Miller

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
Intro to Mythology Contempora
031413320  1@  $120.00  $96.00 N
Discount 20.00%      (24.00)
PL - Department Discount-20%
```

```
Subtotal          $120.00
Total Discount      (24.00)
```

```
Total Sales Tax      $0.00
```

```
Total              $96.00
```

```
ARHousecharge      $96.00
Major Acct:606
Student ID:082525
Student Name: Library
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: 1

YOU SAVED \$24.00

```
Total Tender          $96.00
```

```
Change Due            $0.00
```



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

[External] Dpt purchase

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

Thu, Sep 11, 2025 at 05:03 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

2 attachments

image.png

082925_09112025114838.PDF

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education, LLC

Check Details:

Check Number: E0109767

Check Amount: \$ 263.84

Check Date: 9/30/2025

Invoice Details:

Invoice Number: 09525

Invoice Date: 9/5/2025

PO Number: NULL

Voucher Number: V0904698

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: 9/15/25
 Name: BEVERLY CARLSON
 Department: LEBAL STUDIES
 Contact: Beverly Carlson

GL Account Number (to be paid from):

(required) 01 10 00097 5401002
 Fund Function Dept. Object

-Bookstore Use Only-

| Item Details - Description | Quantity | Unit Price | Total |
|----------------------------|----------|------------|-------|
| Follett Gift Card | 1 | 15.00 | 15.00 |
| for STUDENT PANELIST | | | |
| 9/19/25 EVENT | | | |
| | | | |
| | | | |

Please see the attached receipt for details.

| | |
|---------------|-------|
| Subtotal: | 0 |
| Tax: | 15.00 |
| TOTAL: | 0 |

Notes

Date of Order: 9/15/25

Order Number: 09525
Student ID on the receipt

Date completed: 11

Completed by Name: SP

Requester Notified: ☐

Shipping Method: ☐ To be Delivered: ☐

Pick Up In-Person: ☐

Picked-Up Date: _____

Picked Up By (Name): BEVERLY CARLSON

Signature: Beverly Carlson

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 |
|------------------------|----------|---------|-----------|
| FHEG GIFTCARD | | | |
| 015408665 | 1@ | \$15.00 | \$15.00 T |
| Issue | | | |
| Gift Card Number: 7137 | | | |
| Beg Bal | Tran Amt | End Bal | |
| 0.00 | 15.00 | 15.00 | |

Subtotal \$15.00

Total Sales Tax \$0.00

Total \$15.00

ARHousecharge \$15.00

Major Acct:606

Student ID:09525

Student Name: Business

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: 1

Total Tender \$15.00

Change Due \$0.00



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

[External] Dpt purchase- 09525

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

Thu, Sep 11, 2025 at 05:04 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

2 attachments

image.png

09525_09112025114757.PDF

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education, LLC

Check Details:

Check Number: E0109767

Check Amount: \$ 263.84

Check Date: 9/30/2025

Invoice Details:

Invoice Number: 952025

Invoice Date: 9/5/2025

PO Number: NULL

Voucher Number: V0904699

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:

9/15/25

Name:

BEVERLY CARLSON

Department:

OFFICE INFORMATION TECHNOLOGY

Contact:

CHANNING PRYNE
GL Account Number (to be paid from):

(required)

01
Fund

10
Function

00093
Dept.

5401002
Object

-Bookstore Use Only-

| Item Details - Description | Quantity | Unit Price | Total |
|----------------------------|----------|------------|-------|
| FOLLETT GIFT CARD | 1 | 15.00 | 15.00 |
| for Student Panelist | | | |
| 9/19/25 BY ONT | | | |
| | | | |
| | | | |

Please see the attached receipt for details.

Subtotal: 0

Tax: 15.00

TOTAL: 0

Notes

Date of Order:

Order Number: 952025
Student ID on the receipt

Date completed:

Completed by Name:

Requester Notified: ☐

Shipping Method:

To be Delivered: ☐

Pick Up In-Person: ☐

Picked-Up Date:

Picked Up By (Name):

BEVERLY CARLSON

Signature:

[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 |
|------------------------|----------|---------|-----------|
| ===== | | | |
| FHEG GIFTCARD | | | |
| 015408665 | 1@ | \$15.00 | \$15.00 T |
| Issue | | | |
| Gift Card Number: 8465 | | | |
| Beg Bal | Tran Amt | End Bal | |
| 0.00 | 15.00 | 15.00 | |

Subtotal \$15.00

Total Sales Tax \$0.00

Total \$15.00

ARHousecharge \$15.00

Major Acct:606

Student ID:952025

Student Name: Business

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: 1

Total Tender \$15.00

Change Due \$0.00



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

[External] Dpt purchase 952025

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

Thu, Sep 11, 2025 at 05:04 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

2 attachments

image.png

952025_09112025114705.PDF

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education, LLC

Check Details:

Check Number: E0109767

Check Amount: \$ 263.84

Check Date: 9/30/2025

Invoice Details:

Invoice Number: 9525

Invoice Date: 9/5/2025

PO Number: NULL

Voucher Number: V0904700

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:

9/15/25

Name:

Beverly Carlson

Department:

Business

Contact:

Beverly Carlson

carlsonb@cod.edu

GL Account Number (to be paid from):

(required)

01

Fund

10

Function

100025

Dept.

5401002

Object

-Bookstore Use Only-

| Item Details - Description | Quantity | Unit Price | Total |
|----------------------------|----------|------------|-------|
| Follett Gift Cards | 2 | 15.00 | 30.00 |
| for STUDENT PANELISTS | | | |
| 9/19/25 - EVENT | | | |
| | | | |
| | | | |

Please see the attached receipt for details.

Subtotal: 0

Tax: 30.00

TOTAL: 0

Notes

Date of Order:

9/15/25

Order Number:

91525

Student ID on the receipt

Date completed:

9/15/25

Completed by Name:

[Signature]

Requester Notified: ☐

Shipping Method:

To be Delivered: ☐

Pick Up In-Person: ☐

Picked-Up Date:

Picked Up By (Name):

BEVERLY CARLSON

Signature:

[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 |
|------------------------|-----|----------|-----------|
| FHEG GIFTCARD | | | |
| 015408665 | 10 | \$15.00 | \$15.00 T |
| Issue | | | |
| Gift Card Number: 9423 | | | |
| Beg Bal | | Tran Amt | End Bal |
| 0.00 | | 15.00 | 15.00 |

| | | | |
|------------------------|----|----------|-----------|
| FHEG GIFTCARD | | | |
| 015408665 | 10 | \$15.00 | \$15.00 T |
| Issue | | | |
| Gift Card Number: 2075 | | | |
| Beg Bal | | Tran Amt | End Bal |
| 0.00 | | 15.00 | 15.00 |

| | |
|-----------------|---------|
| Subtotal | \$30.00 |
| Total Sales Tax | \$0.00 |
| Total | \$30.00 |

ARHousecharge \$30.00
 Major Acct:606
 Student ID:9525
 Student Name: Business
 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
 Total Tender \$30.00
 Change Due \$0.00

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

[External] Dpt purchase- 9525

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

Thu, Sep 11, 2025 at 05:05 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

2 attachments

image.png

9525_09112025114618.PDF

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1084587

Vendor Name: Follett Higher Education, LLC

Check Details:

Check Number: E0109767

Check Amount: \$ 263.84

Check Date: 9/30/2025

Invoice Details:

Invoice Number: 082725

Invoice Date: 8/27/2025

PO Number: NULL

Voucher Number: V0904701

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: 8/20/25
 Name: Larisa Miller
 Department: Library
 Contact: x3664 millerl@cod.edu

GL Account Number (to be paid from):

(required) 01 20 15240 5405001
Fund Function Dept. Object

-Bookstore Use Only-

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

Date of Order: 8/27/25 Order Number: 082725
 Date completed: 8/27/25 *Student ID on the receipt*
 Requester Notified: ☐ Completed by Name: SP

Shipping Method: ☐ To be Delivered: ☐ Pick Up In-Person: ☒

Picked-Up Date: 8/27/25

Picked Up By (Name): LARISA MILLER

Signature: Larisa Miller

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

Importance of Being Earnest
011179640 2@ \$7.50 \$12.00 T
Discount 20.00% (1.50)
PL - Department Discount-20%

New

Fight Girl Battle World
017184409 2@ \$15.95 \$25.52 T
Discount 20.00% (3.19)
PL - Department Discount-20%

New

Crucible
028743864 2@ \$15.00 \$24.00 T
Discount 20.00% (3.00)
PL - Department Discount-20%

New

Georgiana & Kitty Christmas a
031597123 2@ \$13.00 \$20.80 T
Discount 20.00% (2.60)
PL - Department Discount-20%

New

Birthday Candles
031641852 2@ \$15.95 \$25.52 T
Discount 20.00% (3.19)
PL - Department Discount-20%

Subtotal \$134.80
Total Discount (26.96)

Total Sales Tax \$0.00

Total \$107.84

ARHousecharge \$107.84

Major Acct:606

Student ID:082725

Student Name: Library

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.

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

[External] Dpt purchase-082725

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

Thu, Sep 11, 2025 at 05:07 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

2 attachments

image.png

082725_09112025114340.PDF