

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: 070720

Invoice Date: 07/07/20

PO Number:

Check Number: 0270660

Check Amount: \$ 10,000.00

Check Date: 07/08/2020

Department ID: 00000

Reviewer Name:

Voucher Number: V0634700

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: barriosi142@cod.edu
Sent: Wed Jul 08 09:59:28 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Posta Check request

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, July 8, 2020 9:55 AM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: Fw: Posta Check request

Hi Isabel,

Can you please process these so I can print them to pay today?

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



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From: Ogrodny, Magdalena
Sent: Wednesday, July 8, 2020 9:05 AM
To: Sekerka, Joyce; Refakes, Eugene
Cc: Johnson, Martha
Subject: FW: Posta Check request

Good morning Joyce,

Please see the attached check requests. This is a rush request because of a large CE mailing coming up next week, therefore we are asking for your assistance.

Please provide Martha with details on when the checks will be available and pick-up/drop-off procedure.

Please provide Martha with details on when the checks will be available and pick-up/drop-off procedure.

Thank you and stay safe!

Maggie

Magdalena (Maggie) Ogrodny

Manager Campus Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL. 60137
IRC 1008
630-942-2773

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

Sent: Wednesday, July 8, 2020 7:39 AM

To: Ogrodny, Magdalena <ogrodnym@cod.edu>

Subject: RE: Posta Check request

Good morning, Maggie –

Here you go . . .

Thank you,

Ellen

Ellen M. Roberts
Interim Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Ogrodny, Magdalena <ogrodnym@cod.edu>

Sent: Tuesday, July 7, 2020 5:58 PM

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

Subject: FW: Posta Check request

Good evening Ellen,

Please see the attached for your review and signature if appropriate.

Thank you,

From: Johnson, Martha <johnsonm@cod.edu>

Sent: Tuesday, July 7, 2020 1:10 PM

To: Ogrodny, Magdalena <ogrodnym@cod.edu>

Subject: Posta Check request

Maggie,

Please review, approve and forward to Ellen for her approval. I will need to get this check cut by the 13th in order to cover the postage for CE class schedules.

Thank you,

Martha

Martha Johnson
Print & Mail Services
425 Fawell blvd.
Glen Ellyn, IL 60137
(630) 942-2237
johnsonm@cod.edu

AP VERIFIED

07/08/20 - ISABEL BARRIOS

College of DuPage - Accounts Payable
Check Request Form
revised 3/27/17

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 Vendor Payment - Check Request Procedure No. 10-65

Date: 7/7/2020
Vendor ID: 1087409

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700006	Pitney Bowes Prepaid	\$ 10,000.00
Grand Total							\$ 10,000.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

Check the appropriate box below and sign

- ☒ 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.

Payee Name: Reserve Account

Payee Address: P.O. Box 223648
Pittsburgh, PA 15250-2648

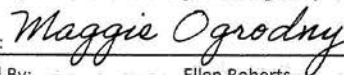
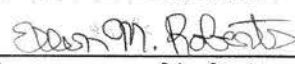
Other Instructions: Manual Check Request
Please call when ready for pick up, Martha Johnson, 2237.

Description on Check:

June 2020, Postal usage reimbursement request. (Manual Check request)

Approvals:

Prepared By: Martha Johnson
Signature: 
Payment Due: _____
Board Approved Date: _____

Approved By: Magdalena Ogrodny Date: 7/7/2020
Signature: 
Approved By: Ellen Roberts Date: _____
Signature:  Date: 7.8.2020
Approved By Division VP: Brian Caputo Date: _____
Signature: _____

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

Johnson, Martha

From: Hall, Shameica
Sent: Monday, July 6, 2020 10:11 AM
To: Johnson, Martha
Cc: Ogrodny, Magdalena; Roberts, Ellen
Subject: RE: June Postal Documentation

Good morning Martha,

Your request is approved.

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: Johnson, Martha <johnsonm@cod.edu>
Sent: Thursday, July 2, 2020 12:09 PM
To: Hall, Shameica <halls115@cod.edu>
Cc: Ogrodny, Magdalena <ogrodnym@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: June Postal Documentation

Good Morning, Shameica,

Attached please find the postage reconciliation documents for June, 2020 (express statement from May). Please note the following:

- Pitney Bowes: The Pitney Bowes ending balance is \$64,137.13. The established threshold is \$75,000.00, so we are requesting \$10,000.00 to bring us up to the established threshold for Pitney Bowes.
- USPS: Our USPS – EPS balance is \$55,274.27, the Express ending balance is \$2,828.53 for a total balance of \$58,102.80 combined. The established threshold is \$60,000.00, so we will not be requesting fund to adjust established threshold, but we are requesting \$30,000.00 to cover cost for the Continuing Educations Fall class schedules, which will arrive at the Glen Ellyn post office July 15th.

Please respond to this e-mail with your approval; once received, we will initiate the check request paper work.

Thank You,

Martha

Martha Johnson
Print & Mail Services
425 Fawell blvd.

Change data view Export to... Print ? Help

From: 06/01/2020 To: 06/30/2020 Choose Accounts Choose Transactions Choose Transactions
 COLLEGE OF DU PAGE
 >Total Prepaid Balance \$64,137.13
 >Purchase Power Total Amount Due \$0.00
 >Transfer Balance

Date	Postage Accounts	Description	Reference	Meter/Permit	Postage on Meter	Reserve Account	Total Amount
06/30/2020	34582171	Free Postage Payment				\$11.44	\$11.44
06/09/2020	34582171	Refill		0353896	\$13.96	\$-10,000.00	\$-10,000.00

Transactions 1 - 2 of 2

Website Feedback

Pitney Bows Monthly Reconciliation
 Reserve Fund Reimbursement
 FY20
 01-00-00000-1700006

Checks Deposited		
Date	Description	Reference Number Amount
6/30/20	Free Postage	11.44
		<hr/> 11.44 Total Deposits

Refill		
Date	Description	Reference Number Amount
6/9/2020	Refill	353896 10,000.00
		<hr/> 10,000.00 Total Usage

Pitney Bows Monthly Reconciliation
Reserve Fund Reimbursement
FY20
01-00-00000-1700006

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
July, Total	65,004.28	10,010.80	10,000.00	- 65,015.08

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
August, Total	65,015.08	10,011.54	10,000.00	65,026.62

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
September, Total	65,026.62	10,011.05	10,000.00	65,037.67

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
October, Total	65,037.67	10,010.75	10,000.00	65,048.42

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
November, Total	65,048.42	10,009.95	20,000.00	55,058.37

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
December, Total	55,058.37	\$20,009.76	10,000.00	65,068.13

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
January, Total	65,068.13	10,011.55	10,000.00	65,079.68

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
February, Total	65,079.68	10,009.90	10,000.00	65,089.58

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
March, Total	65,089.58	9,011.75		74,101.33

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
April, Total	74,101.33	12.18		74,113.51

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
May, Total	74,113.51	12.18		74,125.69

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
June, Total	74,125.69	11.44	10,000.00	64,137.13