

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087137
Vendor Name: POSTMASTER - GLEN ELLYN
Invoice Number: 070720
Invoice Date: 07/07/20
PO Number:
Check Number: 0270662
Check Amount: \$ 32,000.00
Check Date: 07/08/2020
Department ID: 00000
Reviewer Name:
Voucher Number: V0634702
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

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: 1087137

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700005	USPS Prepaid	\$ 32,000.00

AP VERIFIED

Grand Total

\$ 32,000.00

07/08/20 - BETHANY CRUSE

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: Postmaster- Glen Ellyn

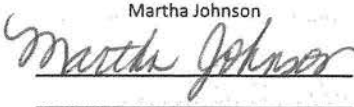
Other Manual Check Request
Instructions: Please call when ready for pick up, Martha Johnson, 2237.


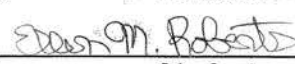
Payee Address: U.S. Post Office Glen
Ellyn, IL. 60137-6599

Description on Check:

June, 2020, Postal usage reimbursement request. (Manual Check request) *Please note, that check will need to be deposited by July 13th in order to cover mailing for CE.

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:  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

From: cruseb199@cod.edu
Sent: Wed Jul 08 10:13:57 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Posta Check request

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, July 8, 2020 9:59 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Fw: Posta Check request

Bethany,

I understand Postmaster is yours. Can you please process this check request?

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: Sekerka, Joyce
Sent: Wednesday, July 8, 2020 9:54 AM
To: Barrios, Isabel
Subject: Fw: Posta Check request

Hi Isabel,

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

Thanks,
Joyce

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.

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

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.

Johnson, Martha

From: Abrassart, Stephanie
Sent: Monday, June 22, 2020 10:18 AM
To: Johnson, Martha; Warehouse Services; Postal Services - Automation
Cc: Elijah, Jeff; Bedford, Yvonne
Subject: Continuing Education Fall Class Schedule

Hi Martha, Post Office Staff and Warehouse Staff,

We are coming close to sending our Fall class schedule file to the printer (Likely July 2).
Please find counts and estimated postage below. The schedules are likely to arrive on **campus around July 16**.
Do we know if the warehouse will be open to receive the delivery at that time?

Zip Code Saturation Count being sent through USPS Post office

313,544 copies, estimated postage \$28,669.14

COD Mail Room Mailing

3,681 copies

Estimated weight per piece is .2455 pounds

Remaining Sent to CE Suite/Held in Warehouse until CE returns to campus

2,775 copies

Mailroom- I will send work order form over later today.

Thank you,
Stephanie

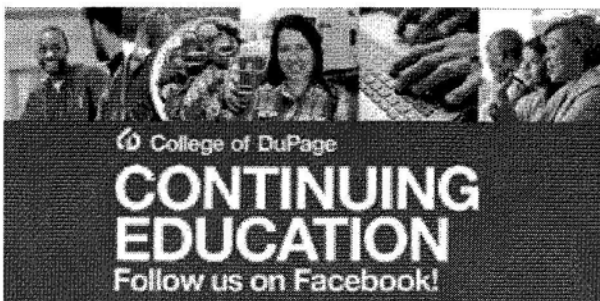
Stephanie Abrassart, MBA

Program Development Manager

College of DuPage

(630) 942-2067 | penevs@cod.edu | cod.edu/conted

425 Fawell Blvd. | SRC 1111A | Glen Ellyn, IL 60137



C

MARTHA JOHNSON

EPS Accounts:

Active	1
Pending	0

Customer Care
FAQs and Reference Materials
Call us: 1-800-522-9085
For TDD/TTY Relay:
1-800-877-8339
Send an email to Customer Service

Active EPS Accounts

Last Updated: Fri, Feb 13, 2019

● EPS #: 1000008258 Business Location # 3055125

Pending ACH Debit Transactions

\$0.00

...the ...

\$55,274.27

Transaction History Report

Transaction Date Filter:

Start: 06/01/2020

End: 06/30/2020

Showing 1 to 4 of 4 entries

CSVExcelPDF

Search:

Transaction ID	Date (ET)	Due Date	Amount	Transaction Type	Description	Detail
13818728	06/22/2020 05:50:36 PM	06/22/2020	\$(14.79)	PURCHASE	Business Reply Mail	
13464658	06/15/2020 11:36:57 AM	06/15/2020	\$(66.64)	PURCHASE	Business Reply Mail	
13084644	06/05/2020 04:55:25 PM	06/05/2020	\$(1,717.25)	PURCHASE	Periodicals/USPS Marketing Mail Postage Statement	COD
13084505	06/05/2020 04:51:23 PM	06/05/2020	\$1,393.70	DEPOSIT	RETAIL	

Show 10 entries

Previous1Next

	<u>Beginning Balance</u>	<u>Staff Services Department</u>	<u>Checks Deposited</u>	<u>Per Outside Staff Services</u>	<u>Total Deposits</u>	<u>Usage</u>			<u>Ending Balance</u>
			<u>Department Request performed by Staff Services</u>			<u>Staff Services Usage</u>	<u>Outside Staff Services Usage</u>	<u>Total Usage</u>	
January, 2020									
EPS	56,169.33				-	12,179.13		12,179.13	43,990.20
					-			-	
Express	3,083.69				-	22.80		22.80	3,060.89
Total	59,253.02	-	-	-	-	12,201.93	-	12,201.93	47,051.09

	<u>Beginning Balance</u>	<u>Staff Services Department</u>	<u>Checks Deposited</u>	<u>Per Outside Staff Services</u>	<u>Total Deposits</u>	<u>Usage</u>			<u>Ending Balance</u>
			<u>Department Request performed by Staff Services</u>			<u>Staff Services Usage</u>	<u>Outside Staff Services Usage</u>	<u>Total Usage</u>	
February, 2020									
EPS	43,990.20	13,000.00			13,000.00	8,859.25		8,859.25	48,130.95
								-	
Express	3,060.89	-				113.91		113.91	2,946.98
Total	47,051.09	13,000.00	-	-	13,000.00	8,973.16	-	8,973.16	51,077.93

	<u>Beginning Balance</u>	<u>Staff Services Department</u>	<u>Checks Deposited</u>	<u>Per Outside Staff Services</u>	<u>Total Deposits</u>	<u>Usage</u>			<u>Ending Balance</u>
			<u>Department Request performed by Staff Services</u>			<u>Staff Services Usage</u>	<u>Outside Staff Services Usage</u>	<u>Total Usage</u>	
March, 2019									
EPS	48,130.95		40,000.00		40,000.00	30,874.72		30,874.72	57,256.23
								-	
Express	2,946.98					45.50		45.50	2,901.48
Total	51,077.93	-	40,000.00	-	40,000.00	30,920.22	-	30,920.22	60,157.71

	<u>Beginning Balance</u>	<u>Staff Services Department</u>	<u>Checks Deposited</u>	<u>Per Outside Staff Services</u>	<u>Total Deposits</u>	<u>Usage</u>			<u>Ending Balance</u>
			<u>Department Request performed by Staff Services</u>			<u>Staff Services Usage</u>	<u>Outside Staff Services Usage</u>	<u>Total Usage</u>	
April, 2019									
EPS	57,256.23					600.52		600.52	56,655.71
								-	
Express	2,901.48					72.95		72.95	2,828.53
Total	60,157.71	-	-	-	-	673.47	-	673.47	59,484.24

	<u>Beginning Balance</u>	<u>Staff Services Department</u>	<u>Checks Deposited</u>	<u>Per Outside Staff Services</u>	<u>Total Deposits</u>	<u>Usage</u>			<u>Ending Balance</u>
			<u>Department Request performed by Staff Services</u>			<u>Staff Services Usage</u>	<u>Outside Staff Services Usage</u>	<u>Total Usage</u>	
May, 2019									
EPS	56,655.71					976.46		976.46	55,679.25
								-	
Express	2,828.53					-		-	2,828.53
Total	59,484.24	-	-	-	-	976.46	-	976.46	58,507.78

	<u>Beginning Balance</u>	<u>Staff Services Department</u>	<u>Checks Deposited</u>	<u>Per Outside Staff Services</u>	<u>Total Deposits</u>	<u>Usage</u>			<u>Ending Balance</u>
			<u>Department Request performed by Staff Services</u>			<u>Staff Services Usage</u>	<u>Outside Staff Services Usage</u>	<u>Total Usage</u>	
June, 2019									
EPS	55,679.25			1,393.70	1,393.70	1,798.68		1,798.68	55,274.27
								-	
Express	2,828.53								2,828.53
Total	58,507.78	-	-	1,393.70	1,393.70	1,798.68	-	1,798.68	58,102.80

USPS Monthly Reconciliation
Reserve Fund Reimbursement
FY20
01-00-00000-1700005

Checks Deposited						Usage			
Department Request						Outside Staff			
Beginning Balance	Staff Services Department	performed by Staff Services	Per Outside Staff Services	Total Deposits	Staff Services Usage	Services Usage	Total Usage	Ending Balance	
July, 2019									
EPS	41,667.51	50,000.00		50,000.00	37,831.47		37,831.47	53,836.04	
				-			-	-	
Express	3,403.16			-	45.48		45.48	3,357.68	
Total	45,070.67	50,000.00	-	50,000.00	37,876.95	-	37,876.95	57,193.72	

Checks Deposited							Usage			
Department Request							Outside Staff			
	Beginning Balance	Staff Services Department	performed by Staff Services	Per Outside Staff Services	Total Deposits	Staff Services Usage	Services Usage	Total Usage	Ending Balance	
August, 2019										
EPS	53,836.04	\$ -			\$ -	14,413.56		14,413.56	39,422.48	
Express	3,357.68					-		-	3,357.68	
Total	57,193.72	\$ -	\$ -	\$ -	\$ -	\$ 14,413.56	\$ -	\$ 14,413.56	42,780.16	

	Checks Deposited					Usage			Ending Balance
	<u>Beginning Balance</u>	<u>Staff Services Department</u>	<u>Department Request</u>		<u>Total Deposits</u>	<u>Staff Services Usage</u>	<u>Outside Staff Services Usage</u>		
			<u>performed by Staff Services</u>	<u>Per Outside Staff Services</u>			<u>Usage</u>	<u>Total Usage</u>	
September, 2019									
EPS	39,422.48	18,000.00			18,000.00	6,421.31		6,421.31	51,001.17
Express	3,357.68					-		-	3,357.68
Total	42,780.16	18,000.00	-	-	18,000.00	6,421.31	-	6,421.31	54,358.85

		Checks Deposited				Usage			
		Department Request							
		performed by	Per Outside			Staff Services	Outside Staff		
		Staff Services	Staff Services			Usage	Services	Total Usage	Ending
		Department	Staff Services	Staff Services	Total Deposits	Usage	Usage		Balance
October, 2019									
EPS	51,001.17				-	1,185.71		1,185.71	49,815.46
								-	
Express	3,357.68					114.51		114.51	3,243.17
Total	54,358.85	-	-	-	-	-	-	1,300.22	53,058.63

		Checks Deposited				Usage			
		<u>Department Request</u>				<u>Outside Staff Services</u>			
	<u>Beginning Balance</u>	<u>Staff Services Department</u>	<u>performed by Staff Services</u>	<u>Per Outside Staff Services</u>	<u>Total Deposits</u>	<u>Staff Services Usage</u>	<u>Services Usage</u>	<u>Total Usage</u>	<u>Ending Balance</u>
November, 2019									
EPS	49,815.46	35,000.00			35,000.00	36,097.30		36,097.30	48,718.16
Express	3,243.17					91.08		91.08	3,152.09
Total	53,058.63	35,000.00	-	-	35,000.00	36,188.38	-	36,188.38	51,870.25

	Checks Deposited					Usage			Ending Balance
	Beginning Balance	Staff Services Department	Department Request		Total Deposits	Staff Services Usage	Outside Staff Services Usage		
			performed by Staff Services	Per Outside Staff Services			Usage	Total Usage	
December, 2019									
EPS	48,718.16	9,000.00			9,000.00	1,548.83		1,548.83	56,169.33
Express	3,152.09	-			-	68.40		68.40	3,083.69
Total	51,870.25	9,000.00	-	-	9,000.00	1,617.23	-	1,617.23	59,253.02

Checks Deposited

Usage

USPS Monthly Reconciliation
 Reserve Fund Reimbursement
 FY20
 01-00-00000-1700005

Checks Deposited		
Group	Date	Amount
EPS	6/5/2020	1,393.70
		-
1,393.70 Total		See Page 1 pdf

Usage		
164	6/5/2020	1,717.25

1,717.25 Total See Page 1 pdf

BRE	6/15/2020	66.64	- Total	See Page 2 pdf
	6/22/2020	14.79		

Express	6/1/2020	81.43	Total	See Page 3 pdf
		-		
		-	Total	See Page 5 pdf



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The date range for any search must be 125 days or less. Transactions only appear on this report for 1 year and 1 month after the transaction date. If you need to retain this data for a longer period of time, please download the data while it is available and store the information on your computer.

Location	Transaction Type	Account Type	Permit / Pub Number
COLLEGE OF DUPAGE/DL	All	PI - Permit Imprint	starts with 164
Customer Reference Number	Start Date	End Date	SEARCH
	06/01/2020	06/30/2020	

If you encounter an error or slow performance during a search, please try the following: Enter a value, select an option, and/or reduce the date range of the search.

Transaction Search Results	Transaction Type	Job ID	Job Description	Cost Ref	Tran #	Tran Type	Pub	CRID	PO of Permit	PO of Permit	Account #		
1000009268 PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	06/05/2020	3692-N	3692-N	AOBD4KE	COO	COO	N/A	13084644		
Beginning Balance Amount											Ending Balance Amount	Verifications	User Details
\$0.00											-\$1,717.25	12574	SLP

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PRS Customer

PRS Monthly Account and Sampling Summary

Manifest Search

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Mailer ID Report

Print and Deliver Return Label Service

SBP Customer (SBP)

SBP Monthly Account and Sampling Summary

SBP Mailer ID Report

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Mailer ID Report

Third Party Billing Reports

Dispute Queue

eVS Alerts

Print and Deliver Return Label Service

PRS Customer

PRS Monthly Account and Sampling Summary

Manifest Search

eVS/PRS Dashboard

Mailer ID Report

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SBP Customer (SBP)

SBP Monthly Account and Sampling Summary

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Transactions

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Search for Transactions			
Location	Transaction Type	Account Type	Permit / Pub Number
COLLEGE OF DUPAGE/DML	All	PI - Permit Imprint	starts with 174
Customer Reference Number	Start Date	End Date	SEARCH
	06/01/2020	06/30/2020	

If you encounter an error or slow performance during a search, please try the following: Enter a value, select an option, and/or reduce the date range of the search.
No records found matching search criteria.



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Transactions

The date range for any search must be 125 days or less. Transactions only appear on this report for 1 year and 1 month after the transaction date. If you need to retain this data for a longer period of time, please download the data while it is available and store the information on your computer.

Search for Transactions	Transaction Type	Account Type	Permit / Pub Number
Location	<input type="text" value="All"/>	<input type="text" value="BR - Business Reply"/>	<input type="text" value="starts with"/>
COLLEGE OF DUPAGE/ML	Start Date	End Date	<input type="button" value="SEARCH"/>
Customer Reference Number	<input type="text" value="06/01/2020"/>	<input type="text" value="06/30/2020"/>	

If you encounter an error or slow performance during a search, please try the following: Enter a value, select an option, and/or reduce the date range of the search.

Account #	Permit / Pub CRID	PO of Permit	Tran Type	Ests Stmt #	Job ID	Description	Cust Ref #	CAPS Tran #	EPS Tran #	Beginning Balance	Amount	Ending Balance	Verifications	User Details
1000000555 BR 399001	3455186	GLEN ELLYN, IL	06/22/2020	BRM Invoice	N/A	N/A	N/A	N/A	13816728	\$55,289.06	-14.79	\$55,274.27	23	TMC
1000000555 BR 399001	3455186	GLEN ELLYN, IL	06/15/2020	BRM Invoice	N/A	N/A	N/A	N/A	13464658	\$55,355.70	-66.64	\$55,289.06	104	TMC

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e-VS Monthly Account and Sampling Summary

eVS/PRS Dashboard

Manifest Search

Mailer ID Report

Third Party Billing Reports

Dispute Queue

eVS Alerts

Print and Deliver Return Label Service

PRS Customer

PRS Monthly Account and Sampling Summary

Manifest Search

eVS/PRS Dashboard

Mailer ID Report

Print and Deliver Return Label Service

SBP Customer (SBP)

SBP Monthly Account and Sampling Summary

SBP Mailer ID Report

Print and Deliver Return Label Service

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IF ADDRESS IS INCORRECT, PLEASE NOTIFY POSTMASTER

GLEN ELLYN IL 60137-9998



PRIORITY MAIL EXPRESS

UNITED STATES POSTAL SERVICE®

USPS CORPORATE ACCOUNT
MAILING STATEMENT

ACCOUNT NO: 601562

DEPOSIT REQUIRED
UPON RECEIPT

No Deposit Due

Please make check payable to POSTMASTER.
Include Account Number on check and send to:



MAILROOM
COLLEGE OF DUPAGE
425 FAWELL BLVD
GLEN ELLYN IL 60137-6599



POSTMASTER
GLEN ELLYN POST OFFICE
757 DUPAGE BOULEVARD
GLEN ELLYN IL 60137-9998

Return Top Portion With Your Payment

ACCOUNT NO.		ACCOUNT ZIP		STATEMENT DATE		BEGINNING PERIOD		ENDING PERIOD	
601562		60137		06/01/20		05/01/20		05/31/20	
BEGINNING BALANCE	DEPOSITS	REFUNDS	POSTAGE	ADJUSTMENTS	WITHDRAWALS	TRANSFERRED TO PM	ENDING BALANCE		
2,828.53	0.00	0.00	0.00	0.00	0.00	0.00	2,828.53		
NO. OF TRANSACTIONS	0	0	0	0	0	DEPOSIT REQUIRED BASED ON PREVIOUS MAILING ACTIVITY			
See reverse side for important information. For statement inquiries, call your account representative within 90 days of statement date.						\$	0.00		

Our records indicate you have not used your account recently. Remember, your USPS Corporate Account offers you convenience plus. Simply write your account number on the label, drop off your shipment at any Priority Mail Express box, give it to your letter carrier or call for a pickup. No need for a trip to the post office. The United States Postal Service values your business and hope that you will continue to use us to meet all your expedited shipping needs. Please call your local account representative if we can assist you.

FOR STATEMENT INQUIRIES CALL 630-260-5583
FOR PICKUP OR DELIVERY INFORMATION CALL 1-800-222-1811

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