

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087137

Vendor Name: POSTMASTER - GLEN ELLYN

Invoice Number: 03/03/21

Invoice Date: 03/03/21

PO Number:

Check Number: 0277097

Check Amount: \$ 10,000.00

Check Date: 03/03/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0664004

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: 3/3/2021

Vendor ID: 1087137

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
		01	00	00000	1700005	USPS 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.

03/03/21 - BETHANY CRUSE

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

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

Description on Check:

February, 2021, Postal usage reimbursement request. (Manual Check request)

Approvals:

Prepared By: Martha Johnson

Signature:

Payment Due:

Board Approved Date:

Approved By: Magdalena Ogrodny

Signature:

Approved By:

Signature:

Approved By Division VP:

Signature:

Date:

3/3/2021

Date:

3.3.2021

Date:

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

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wed Mar 03 14:31:45 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: Postal Check requests

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, March 3, 2021 2:27 PM
To: Cruse, Bethany <cruseb199@cod.edu>; Barrios, Isabel <barriosi142@cod.edu>
Subject: Fw: Postal Check requests

Hi There,

Can you enter these so they can be picked up for Martha? You can have her pick up next week by following the schedule, unless they are printed tomorrow.

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: Johnson, Martha
Sent: Wednesday, March 3, 2021 2:12 PM
To: Sekerka, Joyce
Subject: FW: Postal Check requests

Joyce= Please advise when I can come and pick up checks.

Thank you,
Martha

From: Ogrodny, Magdalena <ogrodnym@cod.edu>
Sent: Wednesday, March 3, 2021 2:10 PM
To: Johnson, Martha <johnsonm@cod.edu>
Subject: FW: Postal Check requests

From: Roberts, Ellen <roberts@cod.edu>
Sent: Wednesday, March 3, 2021 1:44 PM
To: Ogrodny, Magdalena <ogrodnym@cod.edu>
Subject: RE: Postal Check requests

Good afternoon, Maggie –

Hope all is going well! Attached please find the signed forms.

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: Wednesday, March 3, 2021 1:24 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Postal Check requests

Hello Ellen,

Please see attached for your review and signature if appropriate.

Thank you,
Maggie

From: Johnson, Martha <johnsonm@cod.edu>
Sent: Wednesday, March 3, 2021 11:10 AM
To: Ogrodny, Magdalena <ogrodnym@cod.edu>
Subject: Postal Check requests

Good morning Maggie,

For your approval and processing.

Thank you,

Martha

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

[attachment: USPS Check request.pdf]

Johnson, Martha

From: Hall, Shameica
Sent: Tuesday, March 2, 2021 9:53 AM
To: Johnson, Martha
Cc: Ogrodny, Magdalena; Roberts, Ellen
Subject: RE: Postal Usage Report 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: Tuesday, March 2, 2021 9:23 AM
To: Hall, Shameica <halls115@cod.edu>
Cc: Ogrodny, Magdalena <ogrodnym@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: Postal Usage Report Documentation

Good Morning, Shameica,

Attached please find the postage reconciliation documents for February, 2021 (express statement from January). Please note the following:

- Pitney Bowes: The Pitney Bowes ending balance is \$70,289.06. The established threshold is \$75,000.00, so we are requesting \$5,000.00 to bring us up to the established threshold for Pitney Bowes.
- USPS: Our USPS – EPS balance is \$48,241.90, and the Express ending balance is \$2,633.03. The established threshold is \$60,000.00, so we are requesting \$10,000.00 to bring us up to the established threshold.

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.
Glen Ellyn, IL 60137
(630) 942-2237

EPS | Transaction History Report

45812172	02/08/2021 01:34:11 PM	02/08/2021	\$0.00	PURCHASE	First Class Postage Statement
45485769	02/05/2021 04:03:37 PM	02/05/2021	\$0.00	PURCHASE	First Class Postage Statement
45448727	02/05/2021 01:30:10 PM	02/05/2021	\$20,000.00	DEPOSIT	RETAIL
45304656	02/04/2021 04:47:33 PM	02/04/2021	\$0.00	PURCHASE	First Class Postage Statement
44699924	02/02/2021 04:27:35 PM	02/02/2021	\$11,560.43	PURCHASE	First Class Postage Statement

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USPS Monthly Reconciliation
Reserve Fund Reimbursement
FY21
01-00-00000-1700005

Checks Deposited		
Group	Date	Amount
EPS	2/5/21	20,000.00

20,000.00 20,000.00 Total See Page 1 pdf

Usage	
164	2/23/21 595.54
	2/23/21 1,606.16
	2/24/21 1,927.80
	2/25/21 1,715.23
	2/26/21 2,225.78

	<u> </u>	193.53	Total	See BRM PDF
Express	1/31/21	-		
	<u> </u>	-	Total	See EXPRESS pdf



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Home > Mailing Reports > View Transactions

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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.

Search for Transactions	Transaction Type	Account Type	Permit / Pub Number
Location	PI - Permit Imprint		starts with 164
COLLEGE OF DUQUEN			
Customer Reference Number	Start Date	End Date	SEARCH
	02/01/2021	02/28/2021	

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	EO of Permit	PO of Mailing	Date	Tran Type	Page	Sum	Job ID	Description	Cust Ref	#CAPS	Tran #	Beginning Balance	Amount	Ending Balance	Placess	Verifications	User Details
1000006258 PI 164		3455186 GLEN ELLYN, IL	GLEN ELLYN, IL	02/28/2021	3602-N		418414359	N/A	N/A	N/A		48554683	\$0.00	-2,225.78	\$-2,225.78	16366		MDJ
1000006258 PI 164		3455186 GLEN ELLYN, IL	GLEN ELLYN, IL	02/25/2021	3602-N		418266358	N/A	N/A	N/A		48298489	\$0.00	-1,715.23	\$-1,715.23	12612		MDJ
1000006258 PI 164		3455186 GLEN ELLYN, IL	GLEN ELLYN, IL	02/24/2021	3602-N		418110771	N/A	N/A	N/A		48067940	\$0.00	-1,927.80	\$-1,927.80	14175		MDJ
1000006258 PI 164		3455186 GLEN ELLYN, IL	GLEN ELLYN, IL	02/23/2021	3602-N		417955293	N/A	N/A	N/A		48859920	\$0.00	-1,608.16	\$-1,608.16	11810		MDJ
1000006258 PI 164		3455186 GLEN ELLYN, IL	GLEN ELLYN, IL	02/23/2021	3602-N		417950901	N/A	N/A	N/A		48857285	\$0.00	-595.54	\$-595.54	4379		MDJ

A 8,070.51

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SBP Monthly Account and Sampling Summary

SBP Mailer ID Report

Print and Deliver Return Label Service

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Search for Transactions

Location

COLLEGE OF DUPAGE/DML

Customer Reference Number

1000000258 PI 174

Transaction Type

All

Start Date

02/01/2021

Account Type

PI - Permit Imprint

End Date

02/28/2021

Permit / Pub Number

Starts with

174

SEARCH

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.

Transactions Search Results

Account #

Permit / Pub CRID

PO of Permit

PO of Mailing

Date

Tran Type

Paig Stmt #

Job ID

Cust Ref #

CAPS Tran #

EPS Tran #

Balance Amount

Ending Balance

Placed Verifications

User Details

1000000258 PI 174

3455166

GLEN ELLYN, IL

02/02/2021

3600-R

415101723

ACN0V0YA

PC bnf

2-1 RDO Frida

4699984

ROOFRIDA NA

-\$1,580.43

3721

TMC

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\$ 1,580.43

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SBP Mailer ID Report

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Search for Transactions

Location: COLLEGE OF DUQUENDE
Transaction Type: All
Account Type: BR - Business Reply
Permit / Pub Number:
Start Date: 02/01/2021
End Date: 02/28/2021
SEARCH

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	PO of Mailing Date	Tran Type	Permit / Pub CRID	Tran #	Balance	Amount	Ending Balance	Pieces	Verifications	Usage Details
1000004258 BR 399001	3455186 GLEN ELLYN IL	1000004258 BR 399001	02/25/2021	BRM Invoice	N/A	N/A	49587357	\$48,250.09	-8.19	\$48,241.90	13	ALR
1000004258 BR 399001	3455186 GLEN ELLYN IL	1000004258 BR 399001	02/25/2021	BRM Invoice	N/A	N/A	49587357	\$48,250.09	-7.68	\$48,250.09	19	ALR
1000004258 BR 399001	3455186 GLEN ELLYN IL	1000004258 BR 399001	02/24/2021	BRM Invoice	N/A	N/A	49587357	\$52,287.61	-88.83	\$52,198.78	63	ALR
1000004258 BR 399001	3455186 GLEN ELLYN IL	1000004258 BR 399001	02/23/2021	BRM Invoice	N/A	N/A	49587357	\$54,304.24	-88.83	\$54,215.41	63	ALR

\$193.53

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IF ADDRESS IS INCORRECT, PLEASE NOTIFY POSTMASTER

60137-9998 GLEN ELLYN IL



UNITED STATES POSTAL SERVICE
USPS CORPORATE ACCOUNT
MAILING STATEMENT

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

ACCOUNT NO: 601562

DEPOSIT REQUIRED UPON RECEIPT
No Deposit Due

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

Return Top Portion With Your Payment

ACCOUNT NO.	ACCOUNT ZIP	STATEMENT DATE	BEGINNING PERIOD	ENDING PERIOD
601562	60137	02/01/21	01/01/21	01/31/21
BEGINNING BALANCE	DEPOSITS	REFUNDS	POSTAGE	ADJUSTMENTS
2,633.03	0.00	0.00	0.00	0.00
NO. OF TRANSACTIONS	0	0	0	0
DEPOSIT REQUIRED BASED ON PREVIOUS MAILING ACTIVITY	0.00	0.00	0.00	0.00
ENDING BALANCE	TRANSFERRED TO PM	WITHDRAWALS	ENDING BALANCE	ENDING BALANCE
2,633.03	0.00	0.00	0.00	0.00

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