

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: 030321

Invoice Date: 03/03/21

PO Number:

Check Number: 0277099

Check Amount: \$ 5,000.00

Check Date: 03/08/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0664003

Redaction Type: None

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

Document Below

AP VERIFIED

03/03/21 - ISABEL BARRIOS

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: 1087409

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700006	Pitney Bowes Prepaid	\$ 5,000.00
Grand Total							\$ 5,000.00

--- \$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

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

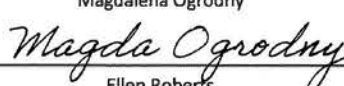
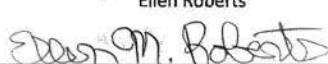
Payee Address: P.O. Box 223648
Pittsburgh, PA 15250-2648

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 Date: 3/3/2021
Signature: 
Approved By: Ellen Roberts Date: _____
Signature:  3.3.2021
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: 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

Change data view | Export to... | Print | ? Help

From: 02/01/2021 To: 02/28/2021 Choose Accounts Choose Transactions Run
 COLLEGE OF DU PAGE
 >Total Prepaid Balance \$70,289.06 ✓
 >Purchase Power Total Amount Due \$0.00
 >Transfer Balance

Date	Postage Accounts	Description	Reference	Meter/Permit	Postage on Meter	Reserve Account	Total Amount
02/28/2021	34582171	Free Postage Payment				\$10.73	\$10.73
02/11/2021	34582171	Remittance Check	00275976			\$10,000.00	\$10,000.00
02/05/2021	34582171	Refill		0353896	\$0.41	\$-5,000.00	\$-5,000.00

Transactions 1 - 3 of 3

Pitney Bows Monthly Reconciliation
Reserve Fund Reimbursement
FY21
01-00-00000-1700006

Checks Deposited			
Date	Description	Reference Number	Amount
2/11/2021	Remittance Check	275976	10,000.00
02/28/21	Free Postage		10.73
			<hr/>
			10,010.73 Total Deposits
Refill			
Date	Description	Reference Number	Amount
02/05/21	Refill	353896	5,000.00
			<hr/>
			5,000.00 Total Usage

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
December, Total	75,256.85	\$10.92	25,000.00	50,267.77

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
January, Total	50,267.77	25,010.56	10,000.00	65,278.33

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
February, Total	65,278.33	10,010.73	5,000.00	70,289.06

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
March, Total	70,289.06			70,289.06

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
April, Total	70,289.06			70,289.06

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Wed Mar 03 14:32:51 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: Postal Check requests

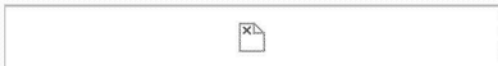
From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, March 3, 2021 2:27 PM
To: Cruse, Bethany <cruseb199@cod.edu>; Barrios, Isabel <barriosi142@cod.edu>
Subject: Fw: Postal Check requests

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



Disclosure Statement:

Information in this transmission is intended only for the person(s) to whom it is addressed and may contain privileged and/or confidential information. If you are not the intended recipient, any disclosure, copying or dissemination of the information is unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.

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: PB Check request.pdf]