

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: 060121

Invoice Date: 06/01/21

PO Number:

Check Number: 0281393

Check Amount: \$ 10,000.00

Check Date: 06/03/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0684130

Redaction Type: None

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

Document Below

AP VERIFIED

06/03/21 - 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: 6/1/2021
Vendor ID: 1087409

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700006	Pitney Bowes Prepaid	\$ 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, Maggie Ogradny 2773

Description on Check:

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

Approvals:

Prepared By: Maggie Ogradny

Signature: *Maggie Ogradny*

Payment Due:

Board Approved Date:

Approved By: Magdalena Ogradny Date: 6/1/2021

Signature: *Maggie Ogradny*

Approved By: Ellen Roberts Date: 6.2.2021

Signature: *Ellen M. Roberts*

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: [Hall, Shameica](#)
To: [Ogrodny, Magdalena](#)
Cc: [Conti, Angelo](#); [Roberts, Ellen](#)
Subject: RE: May Postage Usage Reports
Date: Tuesday, June 1, 2021 12:01:06 PM

Good afternoon Maggie,

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: Ogrodny, Magdalena <ogrodnym@cod.edu>
Sent: Tuesday, June 1, 2021 11:49 AM
To: Hall, Shameica <halls115@cod.edu>
Cc: Conti, Angelo <contia312@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: May Postage Usage Reports

Good Morning, Shameica,

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

- Pitney Bowes: The Pitney Bowes ending balance is \$65,322.08. 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 \$40,502.32, and the Express ending balance is \$2,490.78. The established threshold is \$60,000.00, so we are requesting \$20,000.00 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,

Maggie

Magdalena Ogrodny
Manager, Campus Services
College of DuPage
425 Fawell Boulevard/IRC 1008

Glen Ellyn, IL 60137
(630)942-2773

Postage Funding Transaction History

May 01, 2021 to May 31, 2021

All Accounts Selected(1)

- ☒ Postage Activity

☒ Meter Postage

☒ Payments

☒ Permit Postage

☒ Other Activity

☒ Mail Service Provider

Maggie Ogrodny

<u>Date</u>	<u>Postage Account</u>	<u>Description</u>	<u>Reference</u>	<u>Meter/Permit</u>	<u>Postage on Meter</u>	<u>Reserve Account</u>	<u>Total Amount</u>	<u>Transaction Status</u>
05/30/2021	34582171	Free Postage Payment				\$10.87	\$10.87	
05/19/2021	34582171	Remittance Check	002794 34			\$5,000.00	\$5,000.00	
05/12/2021	34582171	Refill		1367173	\$1.720	\$-10,000.00	\$-10,000.00	

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Thu Jun 03 09:24:29 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: May Postage Usage Reports

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Thursday, June 3, 2021 7:53 AM
To: Barrios, Isabel <barriosi142@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>
Subject: FW: May Postage Usage Reports

Good Morning,

Can you please process for payment next Wednesday? The contact to call to pickup the checks is in the e-mail below. Please add these to the check listing.

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

From: Ogrodny, Magdalena <ogrodnym@cod.edu>
Sent: Wednesday, June 2, 2021 8:28 PM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Conti, Angelo <contia312@cod.edu>
Subject: FW: May Postage Usage Reports

Hello Joyce,

I believe check request should go to you, correct? If so, could you please process them on the next check run. On the form I said to call me but please Call Angelo Conti at ext. 2238 when the checks are ready.

Thank you,
Maggie

From: Roberts, Ellen <roberts@cod.edu>
Sent: Wednesday, June 2, 2021 6:43 PM
To: Ogrodny, Magdalena <ogrodnym@cod.edu>
Cc: Conti, Angelo <contia312@cod.edu>
Subject: RE: May Postage Usage Reports

Good afternoon,

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: Tuesday, June 1, 2021 12:36 PM
To: Roberts, Ellen <roberts@cod.edu>
Cc: Conti, Angelo <contia312@cod.edu>
Subject: FW: May Postage Usage Reports

Good morning Ellen,

Please see attached for your review and signature if appropriate.

Thank you,
Maggie

From: Hall, Shameica <halls115@cod.edu>
Sent: Tuesday, June 1, 2021 12:01 PM
To: Ogrodny, Magdalena <ogrodnym@cod.edu>
Cc: Conti, Angelo <contia312@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: RE: May Postage Usage Reports

Good afternoon Maggie,

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: Ogrodny, Magdalena <ogrodnym@cod.edu>
Sent: Tuesday, June 1, 2021 11:49 AM
To: Hall, Shameica <halls115@cod.edu>
Cc: Conti, Angelo <contia312@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: May Postage Usage Reports

Good Morning, Shameica,

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

- Pitney Bowes: The Pitney Bowes ending balance is \$65,322.08. 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.
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Please respond to this e-mail with your approval; once received, we will initiate the check request paper work.

Thank you,

Maggie

Magdalena Ogrodny
Manager, Campus Services
College of DuPage
425 Fawell Boulevard/IRC 1008
Glen Ellyn, IL 60137
(630)942-2773

[attachment: CHECK REQUEST FORM PB MAY 2021.pdf]

Pitney Bows Monthly Reconciliation
Reserve Fund Reimbursement
FY21
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	64,137.13	10,011.06	10,000.00	64,148.19

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
August, Total	64,148.19	10,010.11	5,000.00	69,158.30

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
September, Total	69,158.30	6,011.45	5,000.00	70,169.75

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
October, Total	70,169.75	5,076.54	15,000.00	60,246.29

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
November, Total	60,246.29	15,010.56		75,256.85

May, Total	70,311.21	5,010.87	10,000.00	65,322.08
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Pitney Bows Monthly Reconciliation
Reserve Fund Reimbursement
FY21
01-00-00000-1700006

Checks Deposited

Date	Description	Reference Number	Amount
5/19/2021	Remittance check	279434	5,000.00
5/30/2021	Free postage payment		10.87
			<hr/>
			5,010.87
			Total Deposits

Refill

Date	Description	Reference Number	Amount
5/12/2021	refill	1367173	10,000.00
			<hr/>
			10,000.00
			Total Usage