

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1441671  
Vendor Name: United States Postal Service-St Charles  
Invoice Number: AAAQ10533  
Invoice Date: 5/12/2022  
PO Number:  
Check Number: 0299410  
Check Amount: \$ 30,000.00  
Check Date: 06/03/2022  
Voucher Number: V0739438  
Document Type: AP Invoice

Document Below

## Check Request Form

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 Administrative Procedure 10-65, Vendor Payment — Non-Purchase Order.

Date: 05/12/22 Vendor ID: 1441671 Vendor Name: St. Charles Postmaster  
 Payee Address: 2600 Oak St, St Charles, IL 60175 Payment Due Date: 06/09/22

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
AAAQ10533	06-40-02825-5404003	SVOG: Postage	30,000.00
Total			\$ 30,000.00

Check the appropriate box below:

- ☒ 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.

Description on Check:

Postage - MAC Season Brochure 22-23 (qty 75,000)

Ellen McGowan  
to pick up check  
06/09/22

Other Instructions:

Check should be made to St. Charles Postmaster. Board approval attached.

Note for MAC: 03 Postage (split between many shows)

**All requests will require the following approvals:**

Requester: Molly J unokas Digitally signed by Molly J unokas  
Date: 2022.05.12 15:42:10 -05'00' Print Name: Molly J unokas  
 Budget Officer: Martinez, Diana Digitally signed by Martinez, Diana  
Date: 2022.05.17 12:03:36 -05'00' Print Name: Diana Martinez for Ellen McGowan

Requests \$5,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): Ben Ho Digitally signed by Ben Ho  
Date: 2022.05.20 14:37:31 -05'00' Print Name: Ben Ho

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Administrator (only required if request is \$5,000 and over): Martinez, Diana Digitally signed by Martinez, Diana  
Date: 2022.05.17 12:03:36 -05'00' Print Name: Diana Martinez

Area Cabinet Officer (only required if request is \$10,000 and over): Chavez Digitally signed by Mark Curtis  
Date: 2022.05.25 08:48:55 -05'00' Print Name: Dr. Mark Curtis Chávez

Board Approval Date (only required if request is \$25,000 and over): \_\_\_\_\_

**Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), [invoicing@cod.edu](mailto:invoicing@cod.edu)**

## **Check Request Form (cont.)**

### **Processing a Check Request:**

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.  
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.



3855 Commerce Dr  
St Charles, IL 60174  
630-513-1385

## POSTAGE INVOICE

DATE	INVOICE #
05/12/22	AAAQ10533

**SubmittedTo:**

Ellen McGowan  
Arts Center  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6599

**Phone:** (630)942-2263

Payment Due	Project Name	Quantity	Job #	Drop Date
06/25/2022	Season Brochure	75,000		07/13/2022

Part #	Qty	Description	Ext. Price
P2-3CNP	75,000	Postage - Standard Mail, Flat	\$30,000.00

Postage Due	<b>\$30,000.00</b>
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**MAKE CHECK PAYABLE TO: St Charles Postmaster  
(Permit 56)**

APRIL 21, 2022

**COLLEGE OF DuPAGE  
REGULAR BOARD MEETING  
BOARD APPROVAL**

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**SUBJECT**

Approval for additional postage services from St. Charles Post Office for a total not-to-exceed spend of \$85,000 for the FY22 budget year.

**REASON FOR CONSIDERATION**

Contracts exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

**BACKGROUND INFORMATION**

This year's printing schedule was off due to the COVID pandemic, we sent out the brochure for FY22 later than usual, and did a grant supported mailer earlier in the year, so we now have more postage falling into this fiscal year than usual. These two additional brochures for a total of \$52,725 will be completely grant funded expenditures if we mail them before June 30, 2022 to promote and sell the MAC's 2022-2023 Performance Series.

**Postage already paid this fiscal year: \$31,735**

- 2021-22 Season Brochure           \$14,551.56
- 2021-22 Holiday Brochure       \$8,875.41
- 2021-22 Prospecting Brochure   \$8,308.05

**Postage Estimates for two new pieces: \$52,725**

Subscriber Renewal Brochure – mailing 25K: \$7,725

Season Brochure –mailing 100K:               \$45,000

Total Spend for FY22 in postage \$85,000

This purchase complies with State Statute, Board Policy and Administrative Procedures.

FY2022: SBA/SVOG Grant 22/23: Postage: GL account 06-40-02825-5404003 - \$85,000.00 in total.

Primary Strategic Long Range Plan Goal: Arts, Culture & Community Engagement. To accomplish this, we will: Create an equitable and inclusive community, and improve livability through the arts. Be the region's premier choice for the arts and cultural programming. Deliver responsive programming to support life-long learning. Create opportunities to further partner and engage with external communities.

Secondary Strategic Long Range Plan Goal: Economic Development. To accomplish this, we will: Cultivate equity and inclusion principles and practices into economic development activities. Provide training and education consistent with regional workforce needs. Support regional business through incubator, accelerator, and consultation programs. Collaborate with community and business partners to advance regional economic impact and workforce development.

#### RECOMMENDATION

That the Board of Trustees approves a not to exceed total spend of \$85,000 for FY22 with the St. Charles Post Office 2600 Oak St, Saint Charles, IL 60175

#### STAFF CONTACT

Diana Martinez, Director McAninch Arts Center

This item was signed and approved this 21st day of April, 2022.

*Maureen Dunne*  
\_\_\_\_\_  
CHAIR

*Heidi Holan*  
\_\_\_\_\_  
SECRETARY

"Junokas, Molly" <junokasm@cod.edu>

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**Check Request - St. Charles Postmaster MAC Season Brochure**

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"Junokas, Molly" <junokasm@cod.edu>

Wed, May 25, 2022 at 02:43 PM GMT

CC:

BCC:

Good morning,

Please see attached for a MAC Check Request for St. Charles Postmaster. This is the postage expense to mail the 22-23 MAC Season Brochure.

Please note – Ellen McGowan will pick up check on 06/09/22.

Thank you,

**Molly Junokas**

McAninch Arts Center, College of DuPage

630-942-3042 | [junokasm@cod.edu](mailto:junokasm@cod.edu)

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**1 attachment**

St Charles Postmaster (DML) Inv AAAQ10533 30000.00 MAC 22-23 Season Brochure (75k).pdf