

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1441671
Vendor Name: United States Postal Service-St Charles
Invoice Number: AAAQ10706
Invoice Date: 6/12/2023
PO Number:
Check Number: 0313023
Check Amount: \$ 39,450.00
Check Date: 06/20/2023
Voucher Number: V0789229
Document Type: AP Invoice

Document Below

PAGE 1 of 2

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: 06/12/23 Vendor ID: 1441671 Vendor Name: St Charles Postmaster
 Payee Address: 2600 Oak St, St Charles, IL 60175 Payment Due Date: 06/22/23

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
AAAQ10706	01-40-11001-5404003	Director of Perf Arts: Postage	615.00
	05-60-11701-5404003	New Philharmonic: Postage	2,900.00
	05-60-11101-5404003	Buffalo Theatre Ensemble: Postage	3,163.00
	05-60-11998-5404003	Summer Museum Exhibition: Postage	1,041.00
	05-60-11601-5404003	MAC Touring: Postage	24,311.00
Subtotal Page 1 Total			\$ 32,030.00

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:

MAC 23-24 Season Brochure Postage (qty 75,000)

Other Instructions:

Do not mail check. Ellen McGowan will pick up.

Note for MAC: 03 Postage, many shows

**Do not mail
check. Ellen
McGowan will
pick up check.**

All requests will require the following approvals:

See next page for signatures.

Name: Molly Junokas
 Name: Ellen McGowan
 Name: _____
 Name: _____
 Name: _____
 Print Name: Diana Martinez
 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

PAGE 2 of 2

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: 06/12/23 Vendor ID: 1441671 Vendor Name: St Charles Postmaster

Payee Address: 2600 Oak St, St Charles, IL 60175 Payment Due Date: 06/22/23

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
AAQ10706	subtotal page 1		32,030.00
	01-30-12331-5404003	Performing Arts: Postage	7,420.00
Total			\$ 39,450.00

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:

MAC 23-24 Season Brochure Postage (qty 75,000)

Other Instructions:

Do not mail check. Ellen McGowan will pick up.

Note for MAC: 03 Postage, many shows

**Do not mail
check. Ellen
McGowan will
pick up check.**

All requests will require the following approvals:

Requester: Molly Junokas Digitally signed by Molly Junokas
Date: 2023.06.12 13:25:10 -05'00' Print Name: Molly Junokas

Budget Officer: Martinez, Diana Digitally signed by Martinez, Diana
Date: 2023.06.12 13:36:07 -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): _____ Print Name: _____

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: 2023.06.12 13:36:07 -05'00' Print Name: Diana Martinez

Area Cabinet Officer (only required if request is \$10,000 and over): Mark Curtis-Chavez Digitally signed by Mark
Curtis-Chavez
Date: 2023.06.13
19:05:19 -05'00' Print Name: Dr. Mark Curtis Chavez

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

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 #
06/07/23	AAAQ10706

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
07/07/2023	Season Brochure	75,000		

Part #	Qty	Description	Ext. Price
P2-3CNP	75,000	Postage - Standard Mail, Flat	\$39,450.00
Postage Due			\$39,450.00

MAKE CHECK PAYABLE TO: St Charles Postmaster
(Permit 56)

MAIL CHECK TO:
DML Solutions
PO Box 3462
St Charles IL 60174

MAY 18, 2023

COLLEGE OF DuPAGE
REGULAR BOARD MEETING
BOARD APPROVAL

SUBJECT

Approval for additional postage services from St. Charles Post Office for a total spend not-to-exceed \$58,200.00 for the FY23 budget year.

REASON FOR CONSIDERATION

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

BACKGROUND INFORMATION

Traditionally the MAC does mailings to subscribers and donors - This request is for two brochures. First is for the print/mail and postage of 25,000, 16-page season preview brochures mailings, and to current and past donors and subscribers for the past 3 years. The second piece is a 32-page full-season brochures that mails 100,000 to all ticket buyers for the last three years. Printed pieces mailed directly to patron homes are the foundation of the MAC's sales and marketing plan. The MAC Box Office surveys each ticket buyer, asking how they heard about the show, and the number one response is "Printed brochures mailed directly to their homes." These printed pieces are essential to the sales of MAC events throughout the entire performance season.

The FY2023 year to date spend for the MAC with St. Charles Postmaster is \$16,750.00. With a postage expense of \$41,450.00 to mail the 2023-24 Season Brochure, plus a 5% contingency, we are requesting a total spend not to exceed \$58,200.00 for this vendor in FY23.

The post office location is determined by the post office located closest to the printer to avoid extra delivery charges.

Postage already paid this fiscal year: \$16,750.00

- 2022-23 Mid-Season Brochure \$16,750.00

Postage Estimates for new pieces: \$41,450.00

- 2023-24 Season Brochure (75k) \$39,450.00
- 5% Contingency \$ 2,000.00

Total Spend for FY23 in postage: \$58,200.00

This purchase complies with State Statute, Board Policy and Administrative Procedures. Purchases for goods or services which are economically procurable from only one source are exempt from bidding.

FY2023

05-60-11601-5404003	\$29,379.00	MAC Touring
01-40-11001-5404003	\$ 4,745.00	Director of Performing Arts: Postage
05-60-11701-5404003.	\$ 4,475.00	AUX New Philharmonic/DOT: Postage
05-60-11101-5404003	\$ 3,837.00	AUX Buffalo Theatre: Postage
05-60-11998-5404003	\$ 4,137.00	Summer Museum Exhibition: Postage
01-30-12331-5404003	\$10,790.00	Performing Arts: Postage
<u>01-30-12301-5404003</u>	<u>\$ 837.00</u>	<u>Cleve Carney Museum</u>
Total	\$ 58,200.00	

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 \$58,200.00 for FY23 with the St. Charles Post Office 2600 Oak St, Saint Charles, IL 60175.

STAFF CONTACT

Diana Martinez, Director McAninch Arts Center

Approved and signed this 18th day of May, 2023

Christine M. Fenne

CHAIR

Andrew Manno

SECRETARY

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

Check Request St. Charles Postmaster

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

Wed, Jun 14, 2023 at 02:17 PM UTC

CC:

BCC:

Good morning,

Please process the attached check request when you get a chance. This is the postage payment for the MAC's 23-24 Season Brochure. Board approval attached.

Please note: MAC will pick up check 06/22/23.

Thank you,

Molly Junokas

McAninch Arts Center, College of DuPage

630-942-3042 | junokasm@cod.edu

1 attachment

St Charles Postmaster DML Inv AAAQ10706 39450.00 23-24 Season Brochure Postage (75K).pdf