

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1087409  
Vendor Name: Reserve Account  
Invoice Number: AUG STATEMENT  
Invoice Date: 9/3/2024  
PO Number:  
Check Number: 0328490  
Check Amount: \$ 10,000.00  
Check Date: 09/04/2024  
Voucher Number: V0845686  
Document Type: AP Invoice

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: 9/3/2024  
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							<u>\$ 10,000.00</u>

--- \$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, Angelo Conti, 2238.

Payee Address: P.O. Box 981023  
Boston MA 02298 - 1023

Description on Check:

August 2024, Postal usage reimbursement request. (Manual Check request)

Approvals:

Prepared By:	<u>Angelo Conti</u>	Approved By:	<u>Brett Kalboth</u>	Date:	<u>09/03/2024</u>
Signature:	<u>Angelo Conti</u>	Signature:	<u>Brett Kalboth</u>		
Payment Due:		Approved By:	<u>Magdalena Ogrodny</u>	Date:	<u>9/3/2024</u>
Board Approved Date:		Signature:	<u>Magda Ogrodny</u>		
		Approved By Division VP:	<u>Ellen Roberts</u>	Date:	
		Signature:	<u>Ellen M. Roberts</u>		
			<small>Digitally signed by Ellen M. Roberts Date: 2024.09.03 11:38:43 -05:00</small>		

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

## Conti, Angelo

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**From:** Hall, Shameica  
**Sent:** Tuesday, September 3, 2024 10:07 AM  
**To:** Conti, Angelo  
**Cc:** Kalboth, Brett; Ogradny, Magdalena  
**Subject:** RE: August Reconciliation report

Good morning Angelo,

Thank you so much for the this info!

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](mailto:halls115@cod.edu)



**From:** Conti, Angelo <contia312@cod.edu>  
**Sent:** Tuesday, September 3, 2024 7:44 AM  
**To:** Hall, Shameica <halls115@cod.edu>  
**Cc:** Kalboth, Brett <kalbothb@cod.edu>; Ogradny, Magdalena <ogrodnym@cod.edu>  
**Subject:** August Reconciliation report

Good Morning Shameica,

Attached please find the postage reconciliation documents for August 2024.

- Pitney Bowes: The Pitney Bowes ending balance is \$65,154.76. The established threshold is \$75,000.00. We are requesting \$10,000.00 to bring us back to the established threshold.
- USPS: Our USPS – EPS balance is \$53,230.78 and The established threshold is \$60,000.00. We are requesting \$7,000.00 to bring us back to the established threshold.

Please respond to this e-mail with your approval; we will initiate the check request paperwork once received.

Thank you,

Angelo

Angelo Conti  
Supervisor, Mail & Warehouse Services

**Pitney Bowes Monthly Reconciliation  
Reserve Fund Reimbursement  
FY24 - August 2023 Details  
01-10-00000-1700006**

Deposit			
Date	Description	Reference Number	Amount
8/31/2024	Credit Interest		\$ 11.53
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Deposit			\$ 11.53

Refill / Usage			
Date	Description	Reference Number	Amount
8/6/2024	Refill		\$ 5,000.00
8/8/2024	Refill		\$ 5,000.00
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Usage			\$ 10,000.00

Pitney Bowes Monthly Reconciliation  
Reserve Fund Reimbursement  
FY24 - Summary  
01-10-00000-1700006

		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
Jul 2023, Total	\$ 65,231.69	\$ 10,011.54	\$ 100.00	\$ 75,143.23
		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
Aug 2023, Total	\$ 75,143.23	\$ 11.53	\$ 10,000.00	\$ 65,154.76
		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
Sept 2023, Total	\$ 65,154.76	\$ -	\$ -	\$ 65,154.76
		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
Oct 2023, Total	\$ 65,154.76	\$ -	\$ -	\$ 65,154.76
		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
Nov 2023, Total	\$ 65,154.76	\$ -	\$ -	\$ 65,154.76
		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
Dec 2023, Total	\$ 65,154.76	\$ -	\$ -	\$ 65,154.76
		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
Jan 2024, Total	\$ 65,154.76	\$ -	\$ -	\$ 65,154.76
		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
Feb 2024, Total	\$ 65,154.76	\$ -	\$ -	\$ 65,154.76
		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
Mar 2024, Total	\$ 65,154.76	\$ -	\$ -	\$ 65,154.76
		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
Apr 2024, Total	\$ 65,154.76	\$ -	\$ -	\$ 65,154.76
		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
May 2024, Total	\$ 65,154.76	\$ -	\$ -	\$ 65,154.76
		<b>Checks Deposited</b>	<b>Usage</b>	
	<u>Beginning Balance</u>	<u>Campus Services</u>	<u>Paid to Meter</u>	<u>Ending Balance</u>
		<u>Department</u>		
Jun 2024, Total	\$ 65,154.76	\$ -	\$ -	\$ 65,154.76

# Postage Funding Transaction History

65,154.76

Aug 01, 2024 to Aug 31, 2024  
All Accounts Selected(1)

Angelo Conti

- ☒ Postage Activity
 ☒ Meter Postage Permit Postage
- ☒ Payments
 ☒ Mail Service Provider
- ☒ Other Activity

Date	Postage Account	Description	Reference	Meter/Permit	Postage on Meter	Reserve Account	Total Amount	Transaction Status
08/31/2024	34582171	Credit Interest				\$11.53	\$11.53	
08/08/2024	34582171	Refill		0353896	\$0.070	\$-5,000.00	\$-5,000.00	
08/06/2024	34582171	Refill		1367173	\$0.020	\$-5,000.00	\$-5,000.00	

**"Barrios, Isabel"** <barriosi142@cod.edu>

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**Attached Image**

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**"Barrios, Isabel"** <barriosi142@cod.edu>

Tue, Sep 3, 2024 at 09:41 PM UTC

CC:

BCC:

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**1 attachment**

4321\_001.pdf