

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087137

Vendor Name: POSTMASTER - GLEN ELLYN

Invoice Number: 010518

Invoice Date: 01/05/18

PO Number:

Check Number: 0229788

Check Amount: \$ 12,000.00

Check Date: 01/10/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0490956

Redaction Type: None

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

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: 1/5/2018
Vendor ID: 1087137

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700005	USPS Prepaid	\$ 12,000.00

AP VERIFIED
--- \$1,000 and Greater: Approval of Division Vice President Required ---
01/10/18 - BETHANY CRUSE

Grand Total \$ 12,000.00

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

Payee Address: Glen Ellyn, Post Office Ellyn, IL 60137 Glen

Brian W. Caputo

Description on Check: December, 2017 Postal usage reimbursement request. (Manual Check request)
Brian W. Caputo, Ph.D., C.P.A.
Vice President/CFO
Administrative Affairs

Approvals:

Prepared By: Martha Johnson
Signature: *Martha Johnson*
Payment Due:
Board Approved Date:

Approved By: Magdalena Ogradny Date: 1/9/18
Signature: *Magda*
Approved By: Ellen Roberts Date: 1-9-18
Signature: *Ellen Roberts*
Approved By Division VP: Brian Caputo Date:
Signature: *Brian W. Caputo*

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

01017
0.334

Johnson, Martha

From: Farr, Shameica
Sent: Thursday, January 04, 2018 8:33 AM
To: Johnson, Martha
Cc: Ogrodny, Magdalena; Roberts, Ellen
Subject: RE: December Postage documentation

Hi Martha,

Your request is approved.

Best regards,

Shameica Farr
Accountant I - Financial Affairs

From: Johnson, Martha
Sent: Wednesday, January 3, 2018 4:10 PM
To: Farr, Shameica <farrs76@cod.edu>
Cc: Ogrodny, Magdalena <ogrodnym@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: December Postage documentation

Good Afternoon, Shameica,

Attached please find the postage reconciliation documents for December, 2017 (express statement from Nov.). Please note the following:

- Pitney Bowes: The Pitney Bowes ending balance is \$45,819.72 with the December check request of \$20,000.00 (deposit pending) brings the ending balance to \$65,819.72. 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 balance is \$48,552.09, with our balances in the two permit accounts at \$37,159.68. The established threshold is \$60,000.00, so we are requesting \$12,000.00 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
Supervisor Print & Mail Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
630-942-2237
johnsonm@cod.edu



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Transactions

The date range for any search must be 125 days or less. Transactions only appear on this report for 1 year and 1 month after the transaction date. If you need to retain this data for a longer period of time, please download the data while it is available and store the information on your computer.

Search for Transactions			
Location	Transaction Type	Account Type	Permit / Pub Number
COLLEGE OF DUPAGE/DML	All	PI - Permit Imprint	starts with 164
Customer Reference Number	Start Date	End Date	
	12/01/2017	12/31/2017	SEARCH

If you encounter an error or slow performance during a search, please try the following: Enter a value, select an option, and/or reduce the date range of the search.

Transactions Search Results															DOWNLOAD			
Account #	Permit / Pub	CRID	PO of Permit	PO of Mailing	Date	Tran Type	Psig Stmt	# Job ID	Cust Ref #	CAPS Tran #	EPS Tran #	Beginning Balance	Amount	Ending Balance	Pieces	Verifications	User	Details
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/20/2017	3602-N	291525786	AP10051	SCHOLARS	N/A		\$31,471.81	-100.12	\$31,371.69	652		LJK	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/19/2017	3602-N	291721600	AP16EVZ	BUSINESS	N/A		\$31,679.67	-207.86	\$31,471.81	1351		LJK	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/19/2017	3602-R	291797033	AP17QSV	ENCORE	N/A		\$33,195.33	-1,515.66	\$31,679.67	5607		SS1	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/12/2017	3602-N	291068552	AP0USO9	NSO	N/A		\$33,231.07	-35.74	\$33,195.33	203		LJK	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/06/2017	3602-N	290496298	AP0JMWV	NOT2LATE	N/A		\$35,214.10	-1,983.03	\$33,231.07	14655		LJK	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/04/2017	3602-N	290044823	AP08LVJ	AARON	N/A		\$40,929.78	-5,715.68	\$35,214.10	42076		SS1	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/04/2017	3602-N	290227275	AP0G0CS	FRENCH	N/A		\$41,062.64	-132.86	\$40,929.78	850		SS1	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/04/2017	3602-N	290238584	AP0G4FN	ANIMAL	N/A		\$41,201.33	-138.69	\$41,062.64	901		LJK	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/04/2017	3602-N	290230463	AP0G2W3	CINEMA	N/A		\$41,273.16	-71.83	\$41,201.33	469		SS1	


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Search for Transactions			
Location	Transaction Type	Account Type	Permit / Pub Number
COLLEGE OF DUPAGE/DML	All	PI - Permit Imprint	starts with 174
Customer Reference Number	Start Date	End Date	
	12/01/2017	12/31/2017	SEARCH

If you encounter an error or slow performance during a search, please try the following: Enter a value, select an option, and/or reduce the date range of the search.

Transactions Search Results																DOWNLOAD			
Account #	Permit / Pub	CRID	PO of Permit	PO of Mailing	Date	Tran Type	Psig	Stint #	Job ID	Cust Ref #	CAPS Tran #	EPS Tran #	Beginning Balance	Amount	Ending Balance	Pieces	Verifications	User	Details
413400	PI 174	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/20/2017	3600-R	291911871	AP189BK	WDCB	N/A			\$6,409.59	-621.60	\$5,787.99	1543		LJK	



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 - SBP Mailer ID Report

Transactions

The date range for any search must be 125 days or less. Transactions only appear on this report for 1 year and 1 month after the transaction date. If you need to retain this data for a longer period of time, please download the data while it is available and store the information on your computer.

Search for Transactions

Location	Transaction Type	Account Type	Permit / Pub Number
COLLEGE OF DUPAGE/DML	All	BR - Business Reply	starts with
Customer Reference Number	Start Date	End Date	
	12/01/2017	12/31/2017	SEARCH

If you encounter an error or slow performance during a search, please try the following: Enter a value, select an option, and/or reduce the date range of the search.

Transactions Search Results														DOWNLOAD						
Account #	Permit / Pub	CRID	PO of Permit	PO of Mailing	Date	Tran Type	Pstg	Strtg	Job ID	Cust Ref	# CAPS	Tran #	EPS	Tran #	Beginning Balance	Amount	Ending Balance	Pieces	Verifications	User Details
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/29/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$6,973.07	-16.73	\$6,956.34	30		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/28/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,000.87	-27.80	\$6,973.07	50		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/27/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,016.24	-15.37	\$7,000.87	28		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/26/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,031.85	-15.61	\$7,016.24	26		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/22/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,040.75	-8.90	\$7,031.85	16		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/21/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,054.09	-13.34	\$7,040.75	24		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/20/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,062.99	-8.90	\$7,054.09	16		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/19/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,064.66	-1.87	\$7,062.99	3		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/18/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,086.31	-21.65	\$7,064.66	35		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/15/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,088.53	-2.22	\$7,086.31	4		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/14/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,098.71	-10.18	\$7,088.53	17		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/13/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,109.83	-11.12	\$7,098.71	20		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/12/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,114.28	-4.45	\$7,109.83	8		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/11/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,126.35	-12.07	\$7,114.28	19		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/08/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,133.75	-7.40	\$7,126.35	12		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/07/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,156.20	-22.45	\$7,133.75	40		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/06/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,162.32	-6.12	\$7,156.20	11		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/05/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,165.66	-3.34	\$7,162.32	6		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/04/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,204.20	-38.54	\$7,165.66	68		LJK
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	12/01/2017	BRM Invoice	N/A	N/A	N/A	N/A					\$7,215.32	-11.12	\$7,204.20	20		LJK

IF ADDRESS IS INCORRECT, PLEASE NOTIFY POSTMASTER

GLEN ELLYN IL 60137-9998

ACCOUNT NO: 601562



PRIORITY MAIL EXPRESS

UNITED STATES POSTAL SERVICE ®

USPS CORPORATE ACCOUNT
MAILING STATEMENT

DEPOSIT REQUIRED
UPON RECEIPT

No Deposit Due

Please make check payable to POSTMASTER.
Include Account Number on check and send to:



MAILROOM
COLLEGE OF DUPAGE
425 FAWELL BLVD
GLEN ELLYN IL 60137-6599



POSTMASTER
GLEN ELLYN POST OFFICE
757 DUPAGE BOULEVARD
GLEN ELLYN IL 60137-9998

Return Top Portion With Your Payment

ACCOUNT NO.		ACCOUNT ZIP		STATEMENT DATE		BEGINNING PERIOD		ENDING PERIOD	
601562		60137		12/01/17		11/01/17		11/30/17	
BEGINNING BALANCE	DEPOSITS	REFUNDS	POSTAGE	ADJUSTMENTS	WITHDRAWALS	TRANSFERRED TO PM	ENDING BALANCE		
3,457.25	1,000.00	0.00	21.18	0.00	0.00	0.00	4,436.07		
NO. OF TRANSACTIONS	1	0	1	0	0	DEPOSIT REQUIRED BASED ON PREVIOUS MAILING ACTIVITY			
See reverse side for important information. For statement inquiries, call your account representative within 90 days of statement date.							\$ 0.00		

FOR STATEMENT INQUIRIES CALL 708-563-7773
FOR PICKUP OR DELIVERY INFORMATION CALL 1-800-222-1811

THANK YOU FOR USING EXPRESS MAIL. WE VALUE YOUR BUSINESS AND LOOK FORWARD TO SERVING YOU AGAIN.

Any inquiries regarding this statement should be directed to the Post Office maintaining your USPS Corporate Account within 90 days of the Statement Date. The Post Office maintaining your account is shown as the Account ZIP on the front of this statement. Please refer to your USPS Corporate Account Number when requesting assistance with your account.

USPS Corporate Account Number on your check or money order.

Balance must be maintained throughout the statement period. This figure is based on the total of monthly payments made for the past three statement periods or \$100, whichever is greater.

DESCRIPTION OF TERMS

Deposit Required – estimated figure based on your previous mailing activity

Deposits – total funds deposited to your account.

Postage – postage rate for shipping via Priority Mail Express service plus any fees incurred for Priority Mail Express Pickup/Delivery, COD service or Return Receipt service.

Refunds – amount being credited to your account as a result of claims against the USPS for delay in delivery.

Adjustments – debit or credit amount for adjustments to previous statement.

Balance Forward – amount from your account.

Balance – balance remaining after account has been closed. If positive, amount will be remitted to user at Account ZIP. If negative, this amount is to be remitted by the account holder to the USPS.

Unit Number – a number not to exceed six digits which may be added by the customer to the USPSCA number assigned by the USPS. Used for the purpose of allocating postage usage back to individual units or users within the customer's organization.

Orig ZIP/State – ZIP code of the origin of the shipment.

CDA Leg – Custom Designed Agreement Leg Number.

For additional information pertaining to Priority Mail Express service please contact your Account Representative or your local post office.

[illegible]

USPS Monthly Reconciliation
Reserve Fund Reimbursement
FY 18
01-00-00000-1700005

Checks Deposited

Group	Date	Amount		
Express	12/1/2017	1,000.00		
			1,000.00	Total See Page 1 pdf
			-	Total See Page 3 pdf

Usage

		Amount
164	12/4/2017	71.83
	12/4/2017	138.69
	12/4/2017	132.86
	12/4/2017	5,715.68
	12/6/2017	1,983.03
	12/12/2017	35.74
	12/19/2017	1,515.66
	12/19/2017	207.86
	12/20/2017	100.12

		<hr/>	9,901.47	Total	See Page 1 pdf
174	12/20/2017	621.60			

		<hr/>	621.60	Total	See Page 3 pdf
BRE	12/1/2017	11.12			
	12/4/2017	38.54			
	12/5/2017	3.34			
	12/6/2017	6.12			
	12/7/2017	22.45			
	12/8/2017	7.40			
	12/11/2017	12.07			
	12/12/2017	4.45			
	12/13/2017	11.12			
	12/14/2017	10.18			
	12/15/2017	2.22			
	12/18/2017	21.65			
	12/19/2017	1.67			

12/20/2017	8.90
12/21/2017	13.34
12/22/2017	8.90
12/26/2017	15.61
12/27/2017	15.37
12/28/2017	27.80
12/29/2017	16.73

258.98	Total	See BRM PDF
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Express

11/30/2017	21.18
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21.18

21.18	Total
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See Express pdf

1087137

01/10/2018

0229788

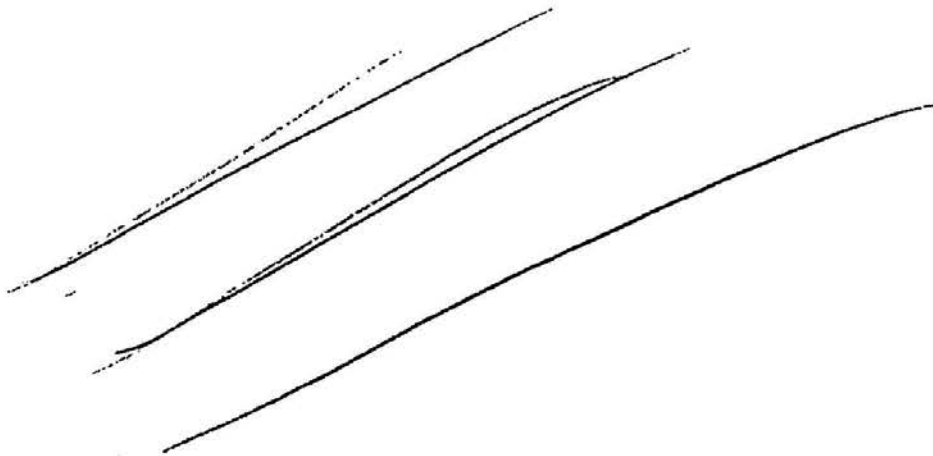
010518

V0490956

DEC 2017 POSTAGE

0100000001700005

12,000.00



12,000.00

Put in cash

0229788

PAY ONLY TWELVE THOUSAND AND 00/100 DOLLARS

01/10/2018

\$****12,000.00

POSTMASTER - GLEN ELLYN
POSTMASTER - GLEN ELLYN
U.S. Post Office
Glen Ellyn IL 60137