

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: 010418

Invoice Date:

PO Number:

Check Number: 0229795

Check Amount: \$ 10,000.00

Check Date: 01/11/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0491218

Redaction Type: None

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

Document Below

1087409

01/11/2018

0229795

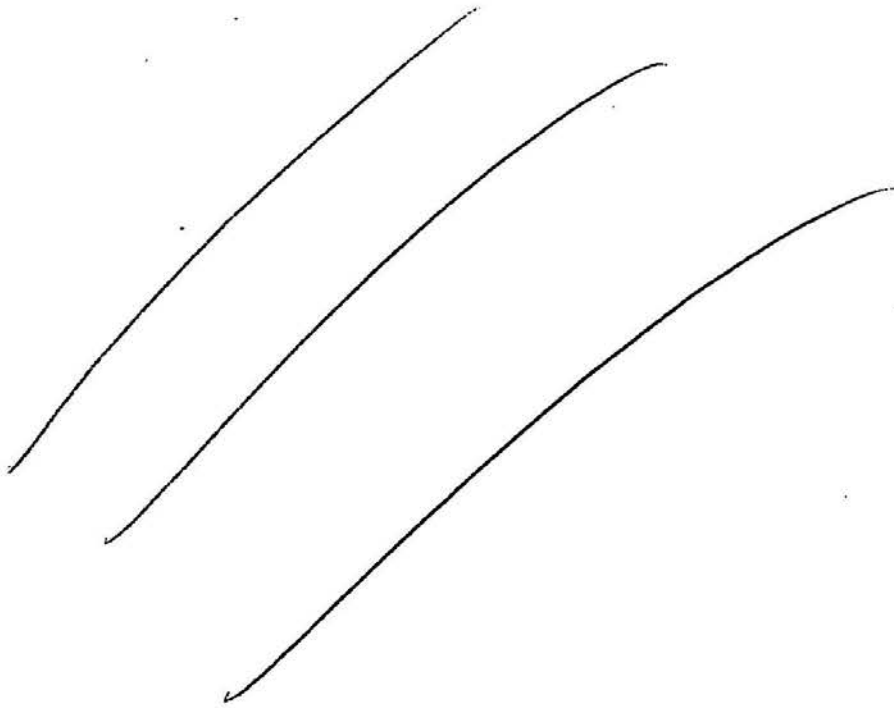
010418

V0491218

Dec. 2017 postal usage

0100000001700006

10,000.00



10,000.00

Michael

0229795

PAY ONLY TEN THOUSAND AND 00/100 DOLLARS

01/11/2018

\$****10,000.00

Reserve Account
PO Box 223648
Pittsburgh PA 15250-2648

College of DuPage - Accounts Payable
Check Request Form
revised 3/27/17

V491218

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: 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 Manual Check Request Please
Instructions: call when ready for pick up, Martha Johnson, 2237.

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 Ogrodny Date: 1/9/18
Signature: Magdalena Ogrodny
Approved By: Ellen Roberts Date: 1/9/18
Signature: Ellen Roberts
Approved By Division VP: Brian Caputo Date: 1/9/18
Signature: Brian W. Caputo

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

01.01.1

0.034

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

 Change data view Export to... Print ? HelpFrom: 12/01/2017  To: 12/31/2017  Choose Accounts  Choose Transactions  

COLLEGE OF DU PAGE
>Total Prepaid Balance \$45,819.72
>Purchase Power Total Amount Due \$0.00
>Transfer Balance

Date ^	Postage Accounts	Description	Reference	Meter/Permit	Postage on Meter	Reserve Account	Total Amount
12/30/2017	34582171	Free Postage Payment				\$8.12	\$8.12
12/20/2017	34582171	Refill		0353896	\$23.20	\$10,000.00	\$10,000.00



Transactions 1 - 2 of 2

Pitney Bows Monthly Reconciliation
Reserve Fund Reimbursement
FY 18
01-00-00000-1700006

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
July, Total	65,757.79	10,010.15	10,000.00	65,767.94

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
August, Total	65,767.94	10,011.04	10,000.00	65,778.98

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
September, Total	65,778.98	10,010.43	10,000.00	65,789.41

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
October, Total	65,789.41	10,011.23	10,000.00	65,800.64

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
November, Total	65,800.64	10,010.96	20,000.00	55,811.60

	<u>Beginning Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
December, Total	55,811.60	\$8.12	10,000.00	45,819.72

	<u>Beginning Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
January, Total	45,819.72	-	-	45,819.72

	<u>Beginning Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
February, Total	45,819.72	-	-	45,819.72

	<u>Beginning Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
March, Total	45,819.72	-	-	45,819.72

	<u>Beginning Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
April, Total	45,819.72	-	-	45,819.72

	<u>Beginning Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
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May, Total	45,819.72	-	-	45,819.72
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	<u>Beginning</u>	<u>Checks Deposited</u>	<u>Usage</u>	
	<u>Balance</u>	<u>Staff Services</u>	<u>Paid to</u>	<u>Ending Balance</u>
		<u>Department</u>	<u>Meter</u>	
June, Total	45,819.72	-	-	45,819.72

Pitney Bows Monthly Reconciliation
Reserve Fund Reimbursement
FY 18
01-00-00000-1700006

Checks Deposited

Date	Description	Reference Number	Amount
12/30/2017	Free Postage		8.12
			0.00
			<hr/>
			\$8.12

Refill

Date	Description	Reference Number	Amount
12/20/2017	Refill	353896	10,000.00
			<hr/>
			10,000.00