

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087137

Vendor Name: POSTMASTER - GLEN ELLYN

Invoice Number: 040218

Invoice Date: 04/02/18

PO Number:

Check Number: 0234658

Check Amount: \$ 53,000.00

Check Date: 04/05/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0508011

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: 4/2/2018
Vendor ID: 1087137

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700005	USPS Prepaid	\$ 53,000.00

Grand Total \$ 53,000.00

\$1,000 and Greater. Approval of Division Vice President Required

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.

04/05/18 - BETHANY CRUSE

- ☐ 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

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

Description on Check:

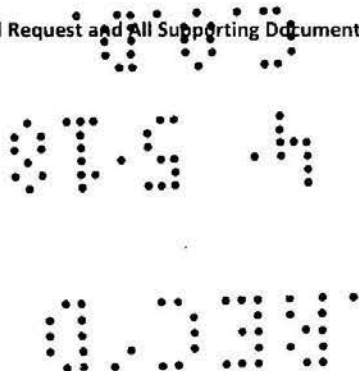
March, 2018 Postal usage reimbursement request. (Manual Check request)

Approvals:

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

Approved By: Magdalena Ogrodny Date: 4/4/18
Signature: Magdalena Ogrodny
Approved By: Ellen Roberts Date: 4-4-18
Signature: Ellen M. Roberts
Approved By Division VP: Brian Caputo Date: 4/6/18
Signature: Brian W. Caputo

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



Johnson, Martha

From: Farr, Shameica
Sent: Tuesday, April 03, 2018 9:06 AM
To: Johnson, Martha
Cc: Ogrodny, Magdalena; Roberts, Ellen
Subject: RE: Postage usage documentation, March 2018

Hi Martha,

Your request is approved.

Best regards,

Shameica Farr
Accountant I - Financial Affairs

From: Johnson, Martha
Sent: Tuesday, April 3, 2018 9:03 AM
To: Farr, Shameica <farrs76@cod.edu>
Cc: Ogrodny, Magdalena <ogrodnym@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: Postage usage documentation, March 2018

Good Morning, Shameica,

Attached please find the postage reconciliation documents for March, 2018 (express statement from Feb.). Please note the following:

- Pitney Bowes: The Pitney Bowes ending balance is \$65,849.81. 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 \$48,727.45, with our balances in the two permit accounts at \$38,003.77. The established threshold is \$60,000.00, so we are requesting \$12,000.00 to bring us up to the established and an additional request of \$41,000.00, for the CE Spring class catalogs/schedules. These are scheduled to hit the Glen Ellyn post office 4/9/18. This will bring our total request to \$53,000.00.

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

Johnson, Martha

From: Fanella, Melissa
Sent: Friday, March 23, 2018 10:13 AM
To: Johnson, Martha
Cc: Elijah, Jeff
Subject: FW: CE Spring schedule of classes

Hi Martha,

We are getting the file ready for the printing of the 2018 Summer CE schedule of classes.

So far, we are on track for printer to get job next week and for completed schedules to come to warehouse and GE Post Office on **April 9 and 10**.

The printer has a rep scheduled to be here to oversee the delivery, so...fingers crossed. (Again.)

The weight per piece is **3.6 oz**

- We are printing **300,000** total CE catalogs/schedules
- **292,000** will be a saturation mailing through the Glen Ellyn post office, by zip
- We will address and mail **5,000** through the COD mailroom
- The remaining **3,000** will come to Continuing Education

This message is to officially request postage for this mailing.

Thank you,

Melissa

Melissa Fanella

Program and Marketing Coordinator

Continuing Education

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Phone: (630) 942-2067 | Fax: (630) 942-3785 | fanellam@cod.edu | www.cod.edu/conted

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 - e-VS Monthly Account and Sampling Summary
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 - PRS Monthly Account and Sampling Summary
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 - SBP Monthly Account and Sampling Summary



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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	All	starts with 174
Customer Reference Number	Start Date	End Date	
	03/01/2018	04/01/2018	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	Post Stmt #	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	03/29/2018	3600-R	300999686	AP6CVZ9	APRILCUETONE	NIA	\$4,000.30	-635.38	\$3,364.92	1566	DJJ	
413400	PI 174	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/05/2018	3600-R	298583048	AP54GUZ	CUETONE	NIA	\$4,585.30	-585.00	\$4,000.30	1436	DJJ	



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PRS Monthly Account and Sampling Summary

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SBP Customer (SBP)

SBP Monthly Account and Sampling Summary











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Search for Transactions			
Location	Transaction Type	Account Type	Permit / Pub Number
COLLEGE OF DUPAGE/DML	All	All	starts with 164
Customer Reference Number	Start Date	End Date	
	03/05/2018	04/01/2018	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
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/29/2018	3602-N	300921809	AP6BCPZ	SENIOR EXPO	N/A			\$35,033.40	-394.55	\$34,638.85	2655	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/28/2018	3602-N	300879171	AP6AYEY	SAVE THE DATE	N/A			\$35,417.96	-384.56	\$35,033.40	2467	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/23/2018	3602-N	300322481	AP5ZUY8	OPEN HOUSE	N/A			\$36,380.81	-962.85	\$35,417.96	6943	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/19/2018	3602-N	299956809	AP5OVPB	OPEN HOUSE	N/A			\$37,213.97	-833.16	\$36,380.81	5425	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/16/2018	3602-N	299783505	AP5OQCS	ELECTED	N/A			\$37,406.67	-192.70	\$37,213.97	1190	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/16/2018	3602-N	299713814	AP5N1WV	LIFELONG	N/A			\$37,781.03	-374.36	\$37,406.67	2433	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/15/2018	3602-N	299660983	AP5L1RC	SLEA	N/A			\$37,953.45	-172.42	\$37,781.03	1044	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/09/2018	3602-N	299115033	AP5BVAA	REGEARLY	N/A			\$38,014.03	-60.58	\$37,953.45	382	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/08/2018	3602-N	298953104	AP5A1FW	LATINO	N/A			\$38,204.56	-190.53	\$38,014.03	1190	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/05/2018	3602-N	298593748	AP54M5Y	VETERANS	N/A			\$38,258.17	-53.61	\$38,204.56	325	DJJ	



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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		
	03/03/2018	04/01/2018	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	Trans Type	Pstg	Stmnt #	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	03/31/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,452.29	-0.59	\$6,451.70	1		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/30/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,453.60	-1.31	\$6,452.29	1		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/29/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,454.91	-1.31	\$6,453.60	1		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/27/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,458.07	-1.16	\$6,454.91	2		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/26/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,460.82	-4.75	\$6,456.07	8		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/24/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,462.55	-1.73	\$6,460.82	3		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/23/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,468.30	-5.75	\$6,462.55	10		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/19/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,468.89	-0.59	\$6,468.30	1		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/15/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,469.48	-0.59	\$6,468.89	1		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/14/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,475.77	-6.29	\$6,469.48	11		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/13/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,479.18	-3.41	\$6,475.77	6		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/10/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,483.72	-4.54	\$6,479.18	8		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/09/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,514.11	-30.39	\$6,483.72	53		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/08/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,520.36	-6.25	\$6,514.11	11		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/05/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,540.12	-19.76	\$6,520.36	32		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	03/03/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$6,551.48	-11.36	\$6,540.12	20		DJJ

IF ADDRESS IS INCORRECT, PLEASE NOTIFY POSTMASTER

GLEN ELLYN IL 60137-9998



PRIORITY MAIL EXPRESS

UNITED STATES POSTAL SERVICE®

USPS CORPORATE ACCOUNT
MAILING STATEMENT

ACCOUNT NO: 601562

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		03/01/18		02/01/18		02/28/18	
BEGINNING BALANCE	DEPOSITS	REFUNDS	POSTAGE	ADJUSTMENTS	WITHDRAWALS	TRANSFERRED TO PM	ENDING BALANCE		
4,360.01	0.00	0.00	88.03	0.00	0.00	0.00	4,271.98		
NO. OF TRANSACTIONS	0	0	4	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.

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

Checks Deposited

Group	Date	Amount
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- Total See Page 1 pdf

- Total See Page 2 pdf

Usage

Group	Date	Amount
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164

3/5/2018	53.61
3/15/2018	190.53
3/19/2018	60.58
3/15/2018	172.42
3/16/2018	374.36
3/16/2018	192.70
3/19/2018	833.16
3/23/2018	962.85
3/28/2018	384.56
3/29/2018	394.55

3,619.32 Total

See Permit 164 pdf

**Group
174**

Date	Amount
3/5/2018	585.00
3/29/2018	635.38

-

1,220.38 Total

See Permit 174 pdf.

BRE

3/3/2018	11.36
3/5/2018	19.76
3/8/2018	6.25
3/9/2018	30.39
3/10/2018	4.54
3/13/2018	3.41
3/14/2018	6.29
3/15/2018	0.59
3/19/2018	0.59
3/23/2018	5.75
3/24/2018	1.73
3/26/2018	4.75
3/27/2018	1.16
3/29/2018	1.31
3/30/2018	1.31
3/31/2018	0.59

		<u> </u>	99.78 Total	See BRM PDF
Express	2/28/2018	88.03		
			88.03 Total	See Express PDF

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

	Checks Deposited					Usage			
	Department								
	Beginning	Staff Services	Request	Per Outside	Total Deposits	Staff	Outside Staff	Ending	
			performed by				Services		Services
	Balance	Department	Staff Services	Staff Services		Usage	Usage	Total Usage	Balance
July, 2017									
Permit #174	9,543.44	5,000.00			5,000.00	-		-	14,543.44
Permit #164	37,068.53	20,000.00	-		20,000.00	24,332.59		24,332.59	32,735.94
BRM	7,034.34	-			-	76.68		76.68	6,957.66
Express	4,060.73				-	92.56		92.56	3,968.17
Total	57,707.04	25,000.00	-	-	25,000.00	24,501.83	-	24,501.83	58,205.21

	Checks Deposited					Usage			
	Beginning Balance	Department	Request	Per Outside Staff Services	Total Deposits	Staff	Outside Staff	Ending Balance	
		Staff Services	performed by			Services	Services		
		Department	Staff Services			Usage	Usage		Total Usage
August, 2017									
Permit #174	14,543.44	5,000.00			5,000.00	13,236.82	13,236.82	6,306.62	
Permit #164	32,735.94	42,000.00	-		42,000.00	51,273.46	51,273.46	23,462.48	
BRM	6,957.66	-			-	134.58	134.58	6,823.08	
Express	3,968.17	-			-	84.72	84.72	3,883.45	
Total	58,205.21	47,000.00	-	-	47,000.00	64,729.58	-	64,729.58	40,475.63

	Checks Deposited					Usage			Ending Balance
	<u>Beginning Balance</u>	<u>Staff Services Department</u>	<u>Department</u>	<u>Per Outside Staff Services</u>	<u>Total Deposits</u>	<u>Staff</u>	<u>Outside Staff</u>	<u>Total Usage</u>	
			<u>Request</u>			<u>Services</u>	<u>Services</u>		
			<u>performed by Staff Services</u>			<u>Usage</u>	<u>Usage</u>		
September, 2017									
Permit #174	6,306.62	5,000.00			5,000.00	-	-	-	11,306.62
Permit #164	23,462.48	15,000.00			15,000.00	5,538.86		5,538.86	32,923.62
BRM	6,823.08	-			-	206.61		206.61	6,616.47
Express	3,883.45	-			-	171.84		171.84	3,711.61
Total	40,475.63	20,000.00	-	-	20,000.00	5,917.31	-	5,917.31	54,558.32

	Checks Deposited					Usage			Ending Balance
	<u>Beginning Balance</u>	<u>Staff Services Department</u>	<u>Department Request</u>	<u>Per Outside Staff Services</u>	<u>Total Deposits</u>	<u>Staff Services</u>	<u>Outside Staff Services</u>	<u>Total Usage</u>	
			<u>performed by</u>						
			<u>Staff Services</u>						
October, 2017									
Permit #174	11,306.62	-			-	1,410.00		1,410.00	9,896.62
Permit #164	32,923.62	-			-	1,546.42		1,546.42	31,377.20
BRM	6,616.47	-			-	193.47		193.47	6,423.00
Express	3,711.61	-			-	105.90		105.90	3,605.71
Total	54,558.32	-	-	-	-	3,255.79	-	3,255.79	51,302.53

	Checks Deposited					Usage			Ending Balance
	Beginning Balance	Department	Request	Per Outside Staff Services	Total Deposits	Staff	Outside Staff	Total Usage	
		Staff Services	performed by			Services	Services		
		Department	Staff Services			Usage	Usage		
November, 2017									
Permit #174	9,896.62	-	2,000.00		2,000.00	5,487.03		5,487.03	6,409.59
Permit #164	31,377.20	-	45,000.00		45,000.00	35,104.04		35,104.04	41,273.16
BRM	6,423.00	-	1,000.00		1,000.00	207.68		207.68	7,215.32
Express	3,605.71	-	-		-	148.46		148.46	3,457.25
Total	51,302.53	-	48,000.00	-	48,000.00	40,947.21	-	40,947.21	58,355.32

	Checks Deposited					Usage			Ending Balance
	Beginning Balance	Staff Services Department	Department	Per Outside Staff Services	Total Deposits	Staff	Outside Staff	Total Usage	
			Request performed by Staff Services			Services Usage	Services Usage		
December, 2017									
Permit #174	6,409.59	-			-	621.60		621.60	5,787.99
Permit #164	41,273.16	-			-	9,901.47		9,901.47	31,371.69
BRM	7,215.32	-			-	258.98		258.98	6,956.34
Express	3,457.25	1,000.00			1,000.00	21.18		21.18	4,436.07
Total	58,355.32	1,000.00	-	-	1,000.00	10,803.23	-	10,803.23	48,552.09

	Checks Deposited					Usage			Ending Balance
	Beginning Balance	Staff Services Department	Department	Per Outside Staff Services	Total Deposits	Staff	Outside Staff	Total Usage	
			Request			Services	Services		
			performed by Staff Services			performed by Staff Services	performed by Staff Services		
January, 2018									
Permit #174	5,787.99	-			-	1,202.69		1,202.69	4,585.30
Permit #164	31,371.69	12,000.00			12,000.00	13,713.49		13,713.49	29,658.20
BRM	6,956.34	-			-	199.48		199.48	6,756.86
Express	4,436.07	-			-	42.36		42.36	4,393.71
Total	48,552.09	12,000.00	-	-	12,000.00	15,158.02	-	15,158.02	45,394.07

Checks Deposited						Usage		
	Beginning Balance	Department		Request performed by	Per Outside Staff Services	Total Deposits	Staff Services	Outside Staff
		Department	Department				Usage	Usage
								Ending Balance
February, 2018								
Permit #174	4,585.30						-	4,585.30
Permit #164	29,658.20		15,000.00			15,000.00	6,400.03	38,258.17
BRM	6,756.86		-			-	205.38	6,551.48
Express	4,393.71		-			-	33.70	4,360.01
Total	45,394.07		15,000.00			15,000.00	6,639.11	53,754.96

Checks Deposited						Usage		
	Beginning Balance	Department		Request performed by	Per Outside Staff Services	Total Deposits	Staff Services	Outside Staff
		Department	Department				Usage	Usage
								Ending Balance
March, 2018								
Permit #174	4,585.30		-			-	1,220.38	3,364.92
Permit #164	38,258.17		-			-	3,619.32	34,638.85
BRM	6,551.48		-			-	99.78	6,451.70
Express	4,360.01		-			-	88.03	4,271.98
Total	53,754.96		-			-	5,027.51	48,727.45

Checks Deposited						Usage		
	Beginning Balance	Department		Request performed by	Per Outside Staff Services	Total Deposits	Staff Services	Outside Staff
		Department	Department				Usage	Usage
								Ending Balance
April, 2018								
Permit #174	3,364.92		-			-	-	3,364.92
Permit #164	34,638.85		-			-	-	34,638.85
BRM	6,451.70		-			-	-	6,451.70
Express	4,271.98		-			-	-	4,271.98
Total	48,727.45		-			-	-	48,727.45

Checks Deposited						Usage		
	Beginning Balance	Department		Request performed by	Per Outside Staff Services	Total Deposits	Staff Services	Outside Staff
		Department	Department				Usage	Usage
								Ending Balance
May, 2018								
Permit #174	3,364.92		-			-	-	3,364.92
Permit #164	34,638.85		-			-	-	34,638.85
BRM	6,451.70		-			-	-	6,451.70
Express	4,271.98		-			-	-	4,271.98
Total	48,727.45		-			-	-	48,727.45

Checks Deposited						Usage		
	Beginning Balance	Department		Request performed by	Per Outside Staff Services	Total Deposits	Staff Services	Outside Staff
		Department	Department				Usage	Usage
								Ending Balance
June, 2018								
Permit #174	3,364.92		-			-	-	3,364.92
Permit #164	34,638.85		-			-	-	34,638.85
BRM	6,451.70		-			-	-	6,451.70
Express	4,271.98		-			-	-	4,271.98
Total	48,727.45		-			-	-	48,727.45

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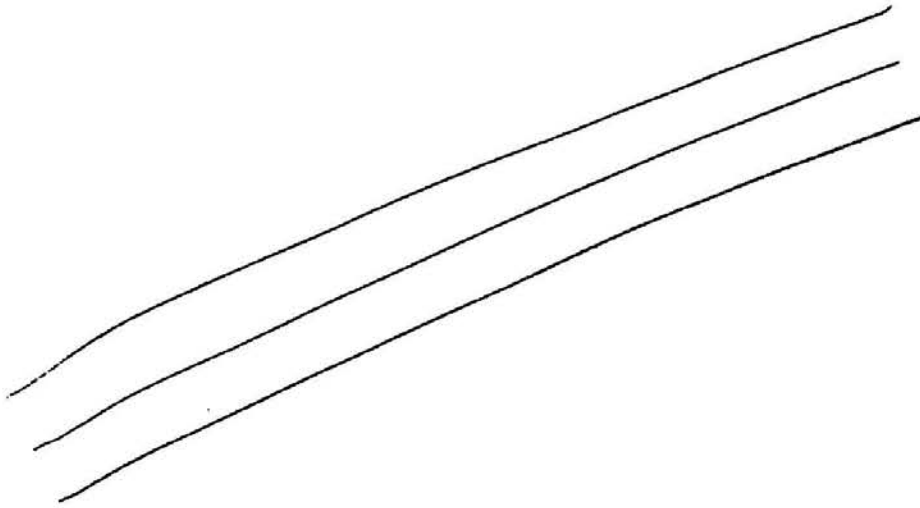
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march 2018 postal usage

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PAY ONLY FIFTY THREE THOUSAND AND 00/100 DOLLARS

04/05/2018

\$****53,000.00

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