

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: 040218

Invoice Date: 04/02/18

PO Number:

Check Number: 0234660

Check Amount: \$ 10,000.00

Check Date: 04/06/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0508043

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

**AP VERIFIED**

**04/06/18 - ROBERT MAREK**

Date: 4/2/2018  
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.

*Brian W. Caputo*

Payee Name: Reserve Account

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

Payee Address: P.O. Box 223648 Pittsburgh,  
PA 15250-2648

Description on Check:

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

Approvals:

Prepared By: Martha Johnson

Approved By: Magdalena Ogrodny

Date: 4/4/18

Signature: *Martha Johnson*

Signature: *Magdalena Ogrodny*

Payment Due:

Approved By: Ellen Roberts

Date: 4-4-18

Board Approved Date:

Signature: *Brian W. Caputo*

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](mailto:acctpay@cod.edu)

## Johnson, Martha

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**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](mailto:johnsonm@cod.edu)



Change data view



Export to...



Print



Help

From: 03/02/2018 To: 04/02/2018 Choose Accounts

Choose Transactions

Run

## COLLEGE OF DU PAGE

&gt;Total Prepaid Balance \$65,849.81

&gt;Purchase Power Total Amount Due \$0.00

&gt;Transfer Balance

Date ^	Postage Accounts	Description	Reference	Meter/Permit	Postage on Meter	Reserve Account	Total Amount
03/31/2018	34582171	Free Postage Payment				\$9.98	\$9.98
03/29/2018	34582171	Refill		0353896	\$13.60	\$-10,000.00	\$-10,000.00
03/26/2018	34582171	Remittance Check	00231619			\$20,000.00	\$20,000.00



Transactions 1 - 3 of 3

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

**Checks Deposited**

Date	Description	Reference Number	Amount
3/26/2018	Remittance Check	231619	20,000.00
3/31/2018	Free Postage		9.98
			<hr/>
			20,009.98 Total Deposits

**Refill**

Date	Description	Reference Number	Amount
3/29/2018	Refill	353896	10,000.00
			<hr/>
			10,000.00 Total Usage

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

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

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

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

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

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to 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 Staff Services Department</u>	<u>Usage Paid to 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 Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
January, Total	45,819.72	30,010.39	10,000.00	65,830.11

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
February, Total	65,830.11	10,009.72	20,000.00	55,839.83

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
March, Total	55,839.83	20,009.98	10,000.00	65,849.81

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
April, Total	65,849.81	-	-	65,849.81

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
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May, Total	65,849.81	-	-	65,849.81
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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>Department</u>	<u>Meter</u>	<u>Ending Balance</u>
June, Total	65,849.81	-	-	65,849.81

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From: marekr@cod.edu  
Sent: Fri Apr 06 08:25:29 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: FW: Scanned from a Xerox Multifunction Device  
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Bobby Marek Accounts Payable Team Leader Cash Disbursements/Payroll Department College of DuPage  
425 Fawell Blvd l SRC 2132 l Glen Ellyn, IL 60137-6599 phone 630-942-2229 l marekr@cod.edu  
-----Original Message----- From: marekr@cod.edu Sent: Friday, April 6, 2018 8:19 AM To: Marek, Robert  
Subject: Scanned from a Xerox Multifunction Device Please open the attached document. It was scanned and  
sent to you using a Xerox Multifunction Device. Attachment File Type: pdf, Multi-Page Multifunction Printer  
Location: SRC-3 Device Name: Printer-266

[attachment: Scanned from a Xerox Multifunction Printer.pdf]