

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087137

Vendor Name: POSTMASTER - GLEN ELLYN

Invoice Number: 070218

Invoice Date: 07/02/18

PO Number:

Check Number: 0237098

Check Amount: \$ 20,000.00

Check Date: 07/09/2018

Department ID:

Reviewer Name:

Voucher Number: V0518341

Redaction Type: None

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

Document Below

1087137

07/09/2018

0237098

070218

V0518341

June 2018 Postal usage

0100000001700005

20,000.00

20,000.00

0237098

PAY ONLY TWENTY THOUSAND AND 00/100 DOLLARS

07/09/2018

\$****20,000.00

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

V518341

College of DuPage - Accounts Payable

Check Request Form
revised 12/18/17

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: 7/2/2018
Vendor ID: 1087137

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700005	USPS Prepaid	\$ 20,000.00
Grand Total							\$ 20,000.00


--- \$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: Postmaster - Glen Ellyn

Other Instructions: Please call when ready for pick up, Maggie Ogrodny, 2773

Manual Check Request 

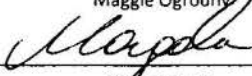
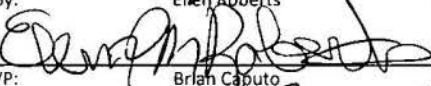
Payee Address: U.S. Post Office
Glen Ellyn IL 60137

Description on Check:

June, 2018 Postal usage reimbursement request. Manual check request)

Approvals:

Prepared By: Maggie Ogrodny
Signature: 
Payment Due: _____
Board Approved Date: _____

Approved By: Maggie Ogrodny Date: 7/2/18
Signature: 
Approved By: Ellen Roberts Date: _____
Signature: 
Approved By Division VP: Brian Caputo Date: 7-2-18
Signature: 

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu **Brian W. Caputo, Ph.D., C.P.A.**
Vice President/CFO
Administrative Affairs

Ogrodny, Magdalena

From: Farr, Shameica
Sent: Monday, July 02, 2018 8:45 AM
To: Ogrodny, Magdalena
Cc: Johnson, Martha; Roberts, Ellen
Subject: RE: Documentation on Postage usage June, 2018

Good morning Maggie,

Your request is approved

Best regards,

Shameica Farr
Accountant I - Financial Affairs

From: Ogrodny, Magdalena
Sent: Monday, July 2, 2018 7:37 AM
To: Farr, Shameica <farrs76@cod.edu>
Cc: Johnson, Martha <johnsonm@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: Documentation on Postage usage June, 2018

Good Morning, Shameica,

On behalf of Martha Johnson.

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

- Pitney Bowes: The Pitney Bowes ending balance is \$55,883.20. The established threshold is \$75,000.00, so we are requesting \$20,000.00 to bring us up to the established threshold for Pitney Bowes.
- USPS: Our USPS balance is \$55,236.35, with our balances in the two permit accounts at \$45,183.06. The established threshold is \$60,000.00, so we are requesting \$5,000.00 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,

Maggie

Magdalena (Maggie) Ogrodny
Manager, Staff Services
College of DuPage
425 Fawell Boulevard / SSC 1210C
Glen Ellyn, IL 60137
(630) 942-2773
Fax: 630-942-4359

Transaction List

164

Transaction #	999604772M1	Begin / End Balance	\$ 38,687.05 / \$ 38,644.22	Mailer Mailing Date	06/28/2018
Permit / Pub	PI 164	Amount	\$ -42.83	Certification Date	06/28/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	217002831
Transaction Date	06/28/2018	Pieces	260	Job ID	APAZXRC
Transaction Type	3602-N	User	DJJ	Containers	3
Customer Reference ID	NSO	Open Date	06/27/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	998572314M1	Begin / End Balance	\$ 38,928.25 / \$ 38,687.05	Mailer Mailing Date	06/21/2018
Permit / Pub	PI 164	Amount	\$ -241.20	Certification Date	06/21/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	216589869
Transaction Date	06/21/2018	Pieces	1506	Job ID	APAOI3U
Transaction Type	3602-N	User	DJJ	Containers	3
Customer Reference ID	LAOUTREACH	Open Date	06/21/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	998088110M1	Begin / End Balance	\$ 39,939.25 / \$ 38,928.25	Mailer Mailing Date	06/18/2018
Permit / Pub	PI 164	Amount	\$ -1,011.00	Certification Date	06/18/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	216142218
Transaction Date	06/18/2018	Pieces	7441	Job ID	APABQCI
Transaction Type	3602-N	User	DJJ	Containers	19
Customer Reference ID	MASSAGE	Open Date	06/14/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	997618648M1	Begin / End Balance	\$ 40,081.68 / \$ 39,939.25	Mailer Mailing Date	06/14/2018
Permit / Pub	PI 164	Amount	\$ -142.43	Certification Date	06/14/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	216104393
Transaction Date	06/14/2018	Pieces	897	Job ID	APAA769

Transaction Type	3602-N	User	DJJ	Containers	3
Customer Reference ID	WILDLIFE	Open Date	06/14/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	-
Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	997618196M1	Begin / End Balance	\$ 40,217.12 / \$ 40,081.68	Mailer Mailing Date	06/14/2018
Permit / Pub	PI 164	Amount	\$ -135.44	Certification Date	06/14/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	216107704
Transaction Date	06/14/2018	Pieces	919	Job ID	APABFOU
Transaction Type	3602-N	User	DJJ	Containers	4
Customer Reference ID	NY	Open Date	06/14/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	997617841M1	Begin / End Balance	\$ 40,358.70 / \$ 40,217.12	Mailer Mailing Date	06/14/2018
Permit / Pub	PI 164	Amount	\$ -141.58	Certification Date	06/14/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	216112823
Transaction Date	06/14/2018	Pieces	958	Job ID	APABHYI
Transaction Type	3602-N	User	DJJ	Containers	4
Customer Reference ID	FLORIDA	Open Date	06/14/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	997048880D	Begin / End Balance	\$ 27,358.70 / \$ 40,358.70	Mailer Mailing Date	
Permit / Pub	PI 164	Amount	\$ 13,000.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/11/2018	Pieces		Job ID	N/A
Transaction Type	Permit Deposit	User	POS	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413398	Mailing Agent			

#164

Transaction #	996618344M1	Begin / End Balance	\$ 27,822.38 / \$ 27,358.70	Mailer Mailing Date	06/07/2018
Permit / Pub	PI 164	Amount	✓ \$ -463.68	Certification Date	06/07/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	215585875
Transaction Date	06/07/2018	Pieces	2970	Job ID	AP9X12A
Transaction Type	3602-N	User	JKG	Containers	8
Customer Reference ID	FINAIDPC	Open Date	06/06/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	996244427M1	Begin / End Balance	\$ 27,933.01 / \$ 27,822.38	Mailer Mailing Date	06/05/2018
Permit / Pub	PI 164	Amount	✓ \$ -110.63	Certification Date	06/05/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	215477299
Transaction Date	06/05/2018	Pieces	768	Job ID	AP9UZF6
Transaction Type	3602-N	User	DJJ	Containers	4
Customer Reference ID	SOULFUL	Open Date	06/05/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	996244154M1	Begin / End Balance	\$ 28,069.68 / \$ 27,933.01	Mailer Mailing Date	06/05/2018
Permit / Pub	PI 164	Amount	✓ \$ -136.67	Certification Date	06/05/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	215411315
Transaction Date	06/05/2018	Pieces	851	Job ID	AP9TAMM
Transaction Type	3602-N	User	DJJ	Containers	3
Customer Reference ID	BACKPACK	Open Date	06/04/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	996243916M1	Begin / End Balance	\$ 28,212.57 / \$ 28,069.68	Mailer Mailing Date	06/05/2018
Permit / Pub	PI 164	Amount	✓ \$ -142.89	Certification Date	06/05/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	215457472
Transaction Date	06/05/2018	Pieces	900	Job ID	AP9UP8N
Transaction Type	3602-N	User	DJJ	Containers	3
Customer Reference ID	TROPICAL	Open Date	06/05/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	

Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137
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Transaction #	996243384M1	Begin / End Balance	\$ 28,349.24 / \$ 28,212.57	Mailer Mailing Date	06/05/2018
Permit / Pub	PI 164	Amount	✓ \$ -136.67	Certification Date	06/05/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	215410853
Transaction Date	06/05/2018	Pieces	851	Job ID	AP9TCRW
Transaction Type	3602-N	User	DJJ	Containers	3
Customer Reference ID	ICELAND	Open Date	06/04/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	996061315M1	Begin / End Balance	\$ 29,773.00 / \$ 28,349.24	Mailer Mailing Date	05/25/2018
Permit / Pub	PI 164	Amount	✓ \$ -1,423.76	Certification Date	06/04/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	214790601
Transaction Date	06/04/2018	Pieces	7696	Job ID	N/A
Transaction Type	3602-N	User	DJJ	Containers	19
Customer Reference ID	N/A	Open Date	05/25/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413398	Mailing Agent	COLLEGE OF DUPAGE/DML MARTHA JOHNSON 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137 (630)942-2237		

Transaction List

#174

Transaction #	999602411M0	Begin / End Balance	\$ 7,142.07 / \$ 6,538.84	Mailer Mailing Date	06/28/2018
Permit / Pub	PI 174	Amount	\$ -603.23	Certification Date	06/28/2018
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	217065042
Transaction Date	06/28/2018	Pieces	1481	Job ID	APB1DTA
Transaction Type	3600-R	User	DJJ	Containers	5
Customer Reference ID	WDCB	Open Date	06/28/2018	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	413400	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction List

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Transaction #	999893581BM	Begin / End Balance	\$ 6,007.97 / \$ 6,001.66	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -6.31	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/30/2018	Pieces	11	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	999715936BM	Begin / End Balance	\$ 6,011.95 / \$ 6,007.97	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -3.98	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/29/2018	Pieces	7	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	999590168BM	Begin / End Balance	\$ 6,022.17 / \$ 6,011.95	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -10.22	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/28/2018	Pieces	18	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	998986489BM	Begin / End Balance	\$ 6,036.99 / \$ 6,022.17	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -14.82	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/25/2018	Pieces	23	Job ID	N/A

Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	998870978BM	Begin / End Balance	\$ 6,040.97 / \$ 6,036.99	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -3.98	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/23/2018	Pieces	7	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	998717190BM	Begin / End Balance	\$ 6,049.27 / \$ 6,040.97	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -8.30	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/22/2018	Pieces	12	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	998532493BM	Begin / End Balance	\$ 6,058.91 / \$ 6,049.27	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -9.64	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/21/2018	Pieces	16	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

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Transaction #	998356297BM	Begin / End Balance	\$ 6,066.29 / \$ 6,058.91	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -7.38	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/20/2018	Pieces	13	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	998193621BM	Begin / End Balance	\$ 6,069.16 / \$ 6,066.29	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -2.87	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/19/2018	Pieces	4	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	998019385BM	Begin / End Balance	\$ 6,086.77 / \$ 6,069.16	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -17.61	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/18/2018	Pieces	31	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	997558665BM	Begin / End Balance	\$ 6,089.04 / \$ 6,086.77	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -2.27	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/14/2018	Pieces	4	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	

Account #	287678	Mailing Agent	
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Transaction #	997379010BM	Begin / End Balance	\$ 6,111.76 / \$ 6,089.04	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -22.72	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/13/2018	Pieces	40	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	997177700BM	Begin / End Balance	\$ 6,116.38 / \$ 6,111.76	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -4.62	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/12/2018	Pieces	7	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	996799312BM	Begin / End Balance	\$ 6,120.97 / \$ 6,116.38	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -4.59	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/08/2018	Pieces	8	Job ID	N/A
Transaction Type	BRM Invoice	User	NKT	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	996620083BM	Begin / End Balance	\$ 6,137.67 / \$ 6,120.97	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	✓ \$ -16.70	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	

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Transaction Date	06/07/2018	Pieces	29	Job ID	N/A
Transaction Type	BRM Invoice	User	JKG	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	996252533BM	Begin / End Balance	\$ 6,140.62 / \$ 6,137.67	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ -2.95	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/05/2018	Pieces	5	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

Transaction #	996001322BM	Begin / End Balance	\$ 6,158.34 / \$ 6,140.62	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ -17.72	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	06/04/2018	Pieces	31	Job ID	N/A
Transaction Type	BRM Invoice	User	DJJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	
Account #	287678	Mailing Agent			

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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		06/01/18		05/01/18		05/31/18	
BEGINNING BALANCE	DEPOSITS	REFUNDS	POSTAGE	ADJUSTMENTS	WITHDRAWALS	TRANSFERRED TO PM	ENDING BALANCE		
4,139.77	0.00	0.00	88.14	0.00	0.00	0.00	4,051.63		
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		
164		13,000.00		
		-		
		13,000.00	Total	See Page 1 pdf
174		-		
BRE		-		
		-	Total	See Page 2 pdf

Usage				
Group	Date	Amount		
164	6/4/2018	1,423.76		
	6/5/2018	136.67		
	6/5/2018	142.89		
	6/5/2018	136.67		
	6/5/2018	110.63		
	6/7/2018	463.68		
	6/14/2018	141.58		
	6/14/2018	135.44		
	6/14/2018	142.43		
	6/18/2018	1,011.00		
	6/21/2018	241.20		
	6/28/2018	42.83		
		4,128.78	Total	See Page 1 pdf
174	6/28/2018	603.23		
		603.23	Total	See Page 2 pdf
BRE	6/4/2018	17.72		
	6/5/2018	2.95		
	6/7/2018	16.70		
	6/8/2018	4.59		
	6/12/2018	4.62		
	6/13/2018	22.72		
	6/14/2018	2.27		
	6/18/2018	17.61		
	6/19/2018	2.87		
	6/20/2018	7.38		
	6/21/2018	9.64		
	6/22/2018	8.30		
	6/23/2018	3.98		
	6/25/2018	14.82		
	6/28/2018	10.22		
	6/29/2018	3.98		
	6/30/2018	6.31		
		156.68	Total	See Page 3 pdf
Express		88.14		
		-	88.14	Total See Page 5 pdf

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

	Checks Deposited					Usage			Ending Balance
	Beginning Balance	Staff Services Department	Department Request		Total Deposits	Staff Services	Outside Staff Services	Total Usage	
			performed by	Per Outside		Usage	Usage		
			Staff Services	Staff Services					
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			Ending Balance
	Department Request				Total Deposits	Staff	Outside Staff	Total Usage	
	Beginning Balance	Staff Services Department	performed by Staff Services	Per Outside Staff Services		Services	Services		
						Usage	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
	Beginning Balance	Department	Request	Per Outside Staff Services	Total Deposits	Staff Services	Outside Staff Services	Total Usage	
		Staff Services performed by							
		Department	Staff Services			Staff Services	Usage		
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
	Beginning Balance	Staff Services Department	Request	Per Outside Staff Services	Total Deposits	Staff Services	Outside Staff Services	Total Usage	
			performed by						
			Staff Services						
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	51,302.53

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

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

	Checks Deposited					Usage			Ending Balance
	Beginning Balance	Staff Services Department	Department Request	Per Outside Staff Services	Total Deposits	Staff Services	Outside Staff Services	Total Usage	
			performed by Staff Services						
April, 2018									
Permit #174	3,364.92	-	-	-	-	632.58		632.58	2,732.34
Permit #164	34,638.85	53,000.00			53,000.00	50,897.92		50,897.92	36,740.93
BRM	6,451.70	-			-	118.69		118.69	6,333.01
Express	4,271.98	-			-	66.27		66.27	4,205.71
Total	48,727.45	53,000.00	-	-	53,000.00	51,715.46	-	51,715.46	50,011.99

	Checks Deposited					Usage			Ending Balance
	Beginning Balance	Department	Request	Outside Staff Services	Total Deposits	Staff Services	Outside Staff Services	Total Usage	
		performed by							
		Staff Services							
		Department							
May, 2018									
Permit #174	2,732.34	5,000.00			5,000.00	590.27		590.27	7,142.07
Permit #164	36,740.93	5,000.00			5,000.00	11,967.93		11,967.93	29,773.00
BRM	6,333.01	-			-	174.67		174.67	6,158.34
Express	4,205.71				-	65.94		65.94	4,139.77
Total	50,011.99	10,000.00	-	-	10,000.00	12,798.81	-	12,798.81	47,213.18

	Checks Deposited					Usage			Ending Balance
	Beginning Balance	Staff Services Department	Department Request	Per Outside Staff Services	Total Deposits	Staff Services	Outside Staff Services	Total Usage	
			performed by						
			Staff Services						
June, 2018									
Permit #174	7,142.07	-	-	-	-	603.23		603.23	6,538.84
Permit #164	29,773.00	13,000.00			13,000.00	4,128.78		4,128.78	38,644.22
BRM	6,158.34	-			-	156.68		156.68	6,001.66
Express	4,139.77	-			-	88.14		88.14	4,051.63
Total	47,213.18	13,000.00	-	-	13,000.00	4,976.83	-	4,976.83	55,236.35