

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: 070218

Invoice Date: 07/02/18

PO Number:

Check Number: 0237099

Check Amount: \$ 5,000.00

Check Date: 07/09/2018

Department ID:

Reviewer Name:

Voucher Number: V0518340

Redaction Type: None

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

Document Below

1087409

07/09/2018

0237099

070218

V0518340

June 2018 Postal usage

0100000001700006

5,000.00

5,000.00

PAY ONLY FIVE THOUSAND AND 00/100 DOLLARS

07/09/2018

\$\*\*\*\*\*5,000.00

Reserve Account  
PO Box 223648  
Pittsburgh PA 15250-2648

 0237099

College of DuPage - Accounts Payable  
Check Request Form  
revised 12/18/17

V518340

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: 1087409

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700006	Pitney Bowes Prepaid	\$ 5,000.00
Grand Total							\$ 5,000.00

--- \$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: PO Box 223648  
Pittsburgh PA 15250-2648

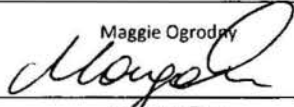
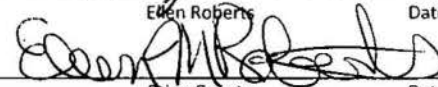
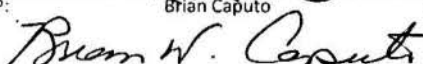
Other Manual Check Request  
Instructions: Please call when ready for pick up, Maggie Ogrodny, 2773

Description on Check:

June, 2018 Postal usage reimbursement request. 9Manual 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: 7-2-18  
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](mailto:acctpay@cod.edu) **Brian W. Caputo, Ph.D., C.P.A.**  
Vice President/CFO  
Administrative Affairs

## Ogrodny, Magdalena

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**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

## Postage Funding Transaction History

Jun 01, 2018 to Jun 30, 2018

All Accounts Selected(1)

- ☒ Postage Activity

☒ Payments

☒ Other Activity

☒ Meter Postage

☒ Permit Postage

☒ Mail Service Provider

Maggie Ogrodny

<u>Date</u>	<u>Postage Account</u>	<u>Description</u>	<u>Reference</u>	<u>Meter/Permit</u>	<u>Postage on Meter</u>	<u>Reserve Account</u>	<u>Total Amount</u>	<u>Transaction Status</u>
06/30/2018	34582171	Free Postage Payment				\$10.06	\$10.06	
06/20/2018	34582171	Refill		0353896	\$3.350	\$-10,000.00	\$-10,000.00	
06/15/2018	34582171	Remittance Check	002364 76			\$10,000.00	\$10,000.00	
06/11/2018	34582171	Refill		1367173	\$11.150	\$-10,000.00	\$-10,000.00	

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

**Checks Deposited**

Date	Description	Reference Number	Amount	
6/15/18	Remittance Check		10,000.00	
6/30/18	Free Postage Payment		10.06	
			<hr/>	
			10,010.06	Total Deposits

**Refill**

Date	Description	Reference Number	Amount	
6/11/2018	refill	1367173	10,000.00	
6/20/2018	refill	353896	10,000.00	
			<hr/>	
			20,000.00	Total Usage

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</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>
December, Total	55,811.60	\$8.12	10,000.00	45,819.72

	<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>
January, Total	45,819.72	30,010.39	10,000.00	65,830.11

	<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>
February, Total	65,830.11	10,009.72	20,000.00	55,839.83

	<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>
March, Total	55,839.83	20,009.98	10,000.00	65,849.81

	<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>
April, Total	65,849.81	10,011.34	-	75,861.15

	<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>



May, Total	75,861.15	11.99	10,000.00	65,873.14
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	<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>
June, Total	65,873.14	10,010.06	20,000.00	55,883.20