

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087137

Vendor Name: POSTMASTER - GLEN ELLYN

Invoice Number: 08/01/18

Invoice Date: 08/01/18

PO Number:

Check Number: 0237747

Check Amount: \$ 33,000.00

Check Date: 08/02/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0522324

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: 8/1/2018

Vendor ID: 1087137

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700005	USPS Prepaid	\$ 33,000.00
Grand Total							\$ 33,000.00

--- \$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 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:

Manual Check Request

Please call when ready for pick up, Martha Johnson, 2237.

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

## Description on Check:

July, 2018-FY19, 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:

Signature: Magdalena Ogrodny

8/2/18

Approved By:

Ellen Roberts

Date:

Signature: Ellen Roberts

8-2-18

Approved By Division VP:

Brian Caputo

Date:

Signature: Brian W. Caputo

8/2/18

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

## Johnson, Martha

---

**From:** Hall, Shameica  
**Sent:** Wednesday, August 01, 2018 12:56 PM  
**To:** Johnson, Martha  
**Cc:** Ogrodny, Magdalena; Roberts, Ellen  
**Subject:** RE: July 2018 Postage Usage Documentation

Hi Martha,

Your request is approved.

Best regards,

**Shameica Hall**  
**Accountant I - Financial Affairs**

---

**From:** Johnson, Martha  
**Sent:** Wednesday, August 1, 2018 12:14 PM  
**To:** Hall, Shameica <halls115@cod.edu>  
**Cc:** Ogrodny, Magdalena <ogrodnym@cod.edu>; Roberts, Ellen <roberts@cod.edu>  
**Subject:** July 2018 Postage Usage Documentation

Good Afternoon, Shameica,

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

- Pitney Bowes: The Pitney Bowes ending balance is \$60,893.19. The established threshold is \$75,000.00, so we are requesting \$15,000.00 to bring us up to the established threshold for Pitney Bowes.
- USPS: Our USPS balance is \$27,259.26, with our balances in the two permit accounts at \$17,386.90. The established threshold is \$60,000.00, so we are requesting \$33,000.00 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](mailto:johnsonm@cod.edu)


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## Manage Mailing Activity

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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	
	07/01/2018	07/31/2018	<input type="button" value="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	Psio 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	07/17/2018	3600-R	311055284	APCOMO9 HRPROVOST	N/A		\$5,279.41	-577.55	\$4,701.86	2179		JP	
413400	PI 174	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/13/2018	3600-R	310675912	APBRJZ4 WDCB	N/A		\$10,538.84	-5,259.43	\$5,279.41	13217		DJJ	
413400	PI 174	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/09/2018	Permit Deposit	N/A	N/A	N/A		\$6,538.84	+4,000.00	\$10,538.84			POS	



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- PRS Monthly Account and Sampling Summary
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- Mailer ID Report
- Print and Deliver Return Label Service
- 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	
	07/01/2018	07/31/2018	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	Pstn Stmt #	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	07/30/2018	3602-N	312261797	APCFO6A	ELLIOTT	N/A	\$16,399.73	-3,714.69	\$12,685.04	26415	BTP	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/25/2018	3602-N	311832036	APCFCW	NSO	N/A	\$16,624.48	-224.75	\$16,399.73	1407	DJJ	
	PI 164	3455186	GLEN ELLYN, IL	Fee Payment	07/25/2018		N/A	N/A	N/A	N/A	\$0.00	+0.00	\$0.00		POS	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/25/2018	3602-N	311710442	APCBQOQ	CE	N/A	\$17,558.52	-934.04	\$16,624.48	3809	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/23/2018	3602-N	311571984	APCBNLP	LATINO	N/A	\$17,818.26	-259.74	\$17,558.52	1647	DJJ	 
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/23/2018	3602-N	311567593	APCBL6Q	LATINO AA	N/A	\$17,961.14	-142.88	\$17,818.26	891	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/20/2018	3602-N	311180104	00035973	35973	N/A	\$43,893.33	-25,932.19	\$17,961.14	313212	JP	 
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/20/2018	3602-N	311062038	APC0PEM	EAACCESS	N/A	\$44,192.08	-298.75	\$43,893.33	1875	JP	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/20/2018	3602-N	311098133	APC0Y32	EATESTING	N/A	\$44,348.48	-156.40	\$44,192.08	974	JP	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/20/2018	3602-N	311091047	APC0RGT	EAACCESS	N/A	\$44,480.55	-132.07	\$44,348.48	829	SS1	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/17/2018	3602-N	311043559	APC0JYD	LATINOPC	N/A	\$44,740.87	-260.32	\$44,480.55	1651	SS1	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/16/2018	3602-N	310542021	APB038E	REGISTER TODAY	N/A	\$48,685.71	-3,944.84	\$44,740.87	28768	NKT	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/13/2018	3602-N	310652529	APBR6CW	RDO COMM.	N/A	\$49,063.54	-377.83	\$48,685.71	2423	DJJ	 
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/11/2018	3602-N	310427978	APBNWJZ	NSO	N/A	\$49,114.07	-50.53	\$49,063.54	306	BTP	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/10/2018	3602-N	310405320	APBNMWJ	SUCCESSFULS	N/A	\$49,343.62	-229.55	\$49,114.07	1442	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/10/2018	3602-N	310335705	APBLZ48	CHECKEMAIL	N/A	\$49,451.29	-107.67	\$49,343.62	676	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/09/2018	3602-N	309928653	APB98XV	AZEAM	N/A	\$54,015.30	-4,564.01	\$49,451.29	32662	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/09/2018	3602-N	310042998	APBE09Y	ACGOLDIE	N/A	\$54,399.62	-364.32	\$54,015.30	2487	DJJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/09/2018	Permit Deposit	N/A	N/A	N/A	N/A	\$38,399.62	+16,000.00	\$54,399.62		POS	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/03/2018	3602-N	309774641	APB92RD	LATINO	N/A	\$38,644.22	-244.60	\$38,399.62	1551	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	
	07/01/2018	07/31/2018	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	Psto	Stmt #	Job ID	Cust Ref #	CAPS	Tran #	EPS	Tran #	Beginning Balance	Amount	Ending Balance	Pieces	Verifications	User Detail
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/30/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,893.06	-5.68	\$5,887.38	10		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/28/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,894.83	-1.77	\$5,893.06	3		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/27/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,898.76	-3.93	\$5,894.83	3		JP
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/26/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,900.46	-1.70	\$5,898.76	3		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/25/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,910.47	-10.01	\$5,900.46	17		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/23/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,914.41	-3.94	\$5,910.47	6		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/20/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,923.58	-9.17	\$5,914.41	7		JP
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/18/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,930.13	-6.55	\$5,923.58	5		JP
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/16/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,943.23	-13.10	\$5,930.13	10		JP
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/14/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,944.93	-1.70	\$5,943.23	3		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/13/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,954.59	-9.66	\$5,944.93	16		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/10/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,964.54	-9.95	\$5,954.59	16		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/09/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,975.33	-10.79	\$5,964.54	19		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/07/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,981.01	-5.68	\$5,975.33	10		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/06/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,983.48	-2.47	\$5,981.01	3		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/05/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,992.00	-8.52	\$5,983.48	15		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/03/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,993.69	-1.69	\$5,992.00	2		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/03/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,994.28	-0.59	\$5,993.69	1		DJJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	07/02/2018	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$6,001.66	-7.38	\$5,994.28	13		DJJ

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		07/01/18		06/01/18		06/30/18	
BEGINNING BALANCE	DEPOSITS	REFUNDS	POSTAGE	ADJUSTMENTS	WITHDRAWALS	TRANSFERRED TO PM	ENDING BALANCE		
4,051.63	0.00	0.00	66.65	0.00	0.00	0.00	3,984.98		
NO. OF TRANSACTIONS	0	0	3	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.

## USPSCA INQUIRIES

Any inquiries regarding this statement should be directed to the Post Office maintaining your USPS Corporate Account within 90 days from the Statement Date. The Post Office maintaining your account is shown as the Account ZIP on the front of this statement. Please refer to your USPS Corporate Account Number when requesting assistance with your account.

## PAYMENT INFORMATION

Please include your USPS Corporate Account Number on your check or money order.

A Minimum Weekly Balance must be maintained throughout the statement period. This figure is based on the value of weekly shipments made for the past three statement periods or \$100, whichever is greater.

## DESCRIPTION OF TERMS

**Deposit Required** – estimated figure based on your previous mailing activity.

**Deposits** – total funds deposited to your account.

**Postage** – postage rate for shipping via Priority Mail Express service plus any fees incurred for Priority Mail Express Pickup/Delivery, COD service or Return Receipt service.

**Refunds** – amount being credited to your account as a result of claims against the USPS for delay in delivery.

**Adjustments** – debit or credit amount for adjustments to previous statement.

**Withdrawals** – funds withdrawn from your account.

**Transferred to PM** – balance remaining after account has been closed. If positive, amount will be refunded to account holder by Postmaster at Account ZIP. If negative, this amount is to be remitted by the account holder to the Postmaster at Account ZIP.

**Charge Back** – an optional code, not to exceed six digits which may be added by the customer to the USPSCA number assigned by the USPS. Used for the purpose of allocating postage usage back to individual units or users within the customer's organization.

**Orig ZIP/Dest ZIP** – Origin ZIP Code/Destination ZIP Code

**CDA Leg** – Custom Designed Agreement Leg Number.

For additional information pertaining to Priority Mail Express service please contact your Account Representative or your local post office.





USPS Monthly Reconciliation  
Reserve Fund Reimbursement  
FY 19  
01-00-00000-1700005

**Checks Deposited**

Group	Date	Amount			
174	7/9/2018	4,000.00			
		<u>4,000.00</u>	4,000.00	Total	See Page 1 pdf
164	7/9/2018	16,000.00			
		<u>16,000.00</u>	16,000.00	Total	See Page 2 pdf

**Usage**

Group	Date	Amount
164	7/3/2018	244.60
	7/9/2018	384.32
	7/9/2018	4,564.01
	7/10/2018	107.67
	7/10/2018	229.55
	7/11/2018	50.53
	7/13/2018	377.83
	7/16/2018	3,944.84
	7/17/2018	260.32
	7/20/2018	132.07
	7/20/2018	156.40

7/20/2018	298.75
7/20/2018	25,932.19
7/23/2018	142.88
7/23/2018	259.74
7/25/2018	934.04
7/25/2018	224.75
7/30/2018	3,714.69

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41,959.18 Total      See Page 2 pdf

174	7/13/2018	5,259.43
	07/17/18	577.55

		5,836.98	5,836.98 Total	See Page 1 pdf
BRE	7/2/2018	7.38		
	7/3/2018	0.59		
	7/3/2018	1.69		
	7/5/2018	8.52		
	7/6/2018	2.47		
	7/7/2018	5.68		

7/9/2018	10.79
7/10/2018	9.95
7/13/2018	9.66
7/14/2018	1.70
7/16/2018	13.10
7/18/2018	6.55
7/20/2018	9.17
7/23/2018	3.94
7/25/2018	10.01
7/26/2018	1.70
7/27/2018	3.93
7/28/2018	1.77
7/30/2018	5.68

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114.28

114.28 Total

See Page 3 pdf

Express

6/30/2018

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66.65

66.65 Total

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