

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: 080118

Invoice Date: 08/01/18

PO Number:

Check Number: 0237750

Check Amount: \$ 15,000.00

Check Date: 08/02/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0522336

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:  
Vendor ID:

8/1/2018  
1087409

**AP VERIFIED**  
**08/02/18 - ROBERT MAREK**

Invoice Number	Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700000	Pitney Bowes Prepaid	\$ 15,000.00
Grand Total							\$ 15,000.00

--- \$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

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

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

Description on Check:

July, 2018 FY19, Postal usage reimbursement request. (Manual Check request)

Approvals:

Prepared By: Martha Johnson

Signature:

Payment Due:

Board Approved Date:

Approved By:

Magdalena Ogrodny

Date:

Signature:

Approved By:

Ellen Roberts

Date:

Signature:

Approved By Division VP:

Brian Caputo

Date:

Signature:

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:** 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)

 **Change data view**  **Export to...**  **Print**  **Help****From:** 07/01/2018  **To:** 07/31/2018  **Choose Accounts**  **Choose Transactions**  **Run** **COLLEGE OF DU PAGE**  
**>Total Prepaid Balance** \$60,893.19  
**>Purchase Power Total Amount Due** \$0.00  
**>Transfer Balance**

Date ^	Postage Accounts	Description	Reference	Meter/Permit	Postage on Meter	Reserve Account	Total Amount
07/31/2018	34582171	Free Postage Payment				\$9.99	\$9.99
07/13/2018	34582171	Remittance Check	00237099			\$5,000.00	\$5,000.00



Transactions 1 - 2 of 2

Pitney Bows Monthly Reconciliation  
 Reserve Fund Reimbursement  
 FY 19  
 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	55,883.20	5,009.99		60,893.19

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
August, Total	60,893.19	-	-	60,893.19

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
September, Total	60,893.19	-	-	60,893.19

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
October, Total	60,893.19	-	-	60,893.19

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
November, Total	60,893.19	-	-	60,893.19

Pitney Bows Monthly Reconciliation  
Reserve Fund Reimbursement  
FY 19  
01-00-00000-1700006

Checks Deposited

Date	Description	Reference Number	Amount	
7/31/2018	Free Postage		9.99	
7/13/2018	Remittance check	237099	5000	
			<hr/>	
			5,009.99	Total deposit

Refill

Date	Description	Reference Number	Amount	
			-	
			-	
			<hr/>	
			-	Total Usage

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From: marekr@cod.edu  
Sent: Thu Aug 02 13:41:50 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: Thursday, August 2, 2018 1:41 PM 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]