

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: 100418

Invoice Date: 10/04/18

PO Number:

Check Number: 0240009

Check Amount: \$ 10,000.00

Check Date: 10/08/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0530379

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: 10/4/2018

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

AP VERIFIED
10/08/18 - ROBERT MAREK
\$1,000.00 and Approver of Division VP: 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
Instructions:

Manual Check Request

Please call when ready for pick up, Martha Johnson, 2237. X *MLC*Payee Address: P.O. Box 223648
Pittsburgh, PA 15250-2648

Description on Check:

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

Approvals:

Prepared By: Martha Johnson

Approved By: Magdalena Ogrodny

Date:

Signature: *Martha Johnson*Signature: *Magda*

Date: 10/5/18

Payment Due:

Approved By: Ellen Roberts

Date:

Board Approved Date:

Signature: *Ellen Roberts*

Date: 10-5-18

Approved By Division VP:

Brian Caputo

Date:

Signature: *Brian H. Caputo*

Date: 10/5/18

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

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Johnson, Martha

From: Hall, Shameica
Sent: Tuesday, October 02, 2018 9:47 AM
To: Johnson, Martha
Cc: Ogrodny, Magdalena; Roberts, Ellen
Subject: RE: Sept. 2018 Postage Usage Documentation

Hi Martha,

Your request is approved.

Best regards,

Shameica Hall
Accountant I - Financial Affairs

From: Johnson, Martha
Sent: Tuesday, October 2, 2018 9:45 AM
To: Hall, Shameica <halls115@cod.edu>
Cc: Ogrodny, Magdalena <ogrodnym@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: Sept. 2018 Postage Usage Documentation

Good Morning, Shameica,

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

- Pitney Bowes: The Pitney Bowes ending balance is \$65,913.30. 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 \$53,107.51 with our balances in the two permit accounts at \$44,056.82. The established threshold is \$60,000.00, so we are requesting \$8,000.00 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

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From: 09/04/2018 To: 10/01/2018 Choose Accounts Choose Transactions



COLLEGE OF DU PAGE

>Total Prepaid Balance \$65,913.30

>Purchase Power Total Amount Due \$0.00

>Transfer Balance

Date	Postage Accounts	Description	Reference	Meter/Permit	Postage on Meter	Reserve/Account	Total Amount
09/29/2018	34582171	Free Postage Payment				\$9.27	\$9.27
09/18/2018	34582171	Remittance Check	00239071			\$20,000.00	\$20,000.00
09/14/2018	34582171	Refill		0353896	\$14.56	\$-10,000.00	\$-10,000.00



Transactions 1 - 3 of 3

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

Checks Deposited

Date	Description	Reference Number	Amount
9/18/2018	Remittance Check	239071	20,000.00
9/29/2018	Free Postage		9.27
			<hr/> 20,009.27

Refill

Date	Description	Reference Number	Amount
9/14/2018	Refill	353896	10,000.00
			<hr/> 10,000.00

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	15,010.84	20,000.00	55,904.03

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
September, Total	55,904.03	20,009.27	10,000.00	65,913.30

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
October, Total	65,913.30	-	-	65,913.30

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
November, Total	65,913.30	-	-	65,913.30