

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087137
Vendor Name: POSTMASTER - GLEN ELLYN
Invoice Number: 100418
Invoice Date: 10/04/18
PO Number:
Check Number: 0240011
Check Amount: \$ 8,000.00
Check Date: 10/08/2018
Department ID: 00000
Reviewer Name:
Voucher Number: V0530391
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: 1087137

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700005	USPS Prepaid	\$ 8,000.00

Grand Total

\$ 8,000.00

AP VERIFIED

--- \$1,000 and Greater: Approval of Division Vice President Required ---

10/08/18 - BETHANY CRUSE

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

Payee Address: U.S. Post Office
Ellyn, IL 60137-6599

Description on Check:

September, 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: 10/5/18
Signature: Magda
Approved By: Ellen Roberts Date: 10-5-18
Signature: Ellen M. Roberts
Approved By Division VP: Brian Caputo Date: 10/5/18
Signature: Brian H. Caputo

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

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010 01
0.334

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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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	PI - Permit Imprint	starts with 174
Customer Reference Number	Start Date	End Date	
	09/04/2018	10/01/2018	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	Psta 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	09/25/2018	3600-R	317688807	APFKMYK CUETONE	N/A		\$6,260.38	-589.51	\$5,670.87	1447	ALJ
413400	PI 174	3455186	GLEN ELLYN, IL	09/22/2018	3600-R	317069629	APF9AGR WDCBENCORE	N/A		\$8,512.16	-2,251.78	\$6,260.38	5559	ALJ


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Search for Transactions			
Location	Transaction Type	Account Type	Permit / Pub Number
COLLEGE OF DUPAGE/DML	All	PI - Permit Imprint	starts with 164
Customer Reference Number	Start Date	End Date	
	09/04/2018	10/01/2018	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	Pstg 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	09/25/2018	3602-N	317771757	APFM66D ACCOUNTING	N/A			\$38,474.43	-88.48	\$38,385.95	559		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/24/2018	3602-N	317653820	APFKEH1 JS NIGHT	N/A			\$38,762.69	-288.26	\$38,474.43	1837		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/14/2018	3602-N	316759911	APF1TKB CEHSTI	N/A			\$38,903.96	-141.27	\$38,762.69	858		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/14/2018	Permit Deposit	N/A	N/A	N/A	N/A		\$25,903.96	+13,000.00	\$38,903.96			POS	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/13/2018	3602-N	316639420	APF00Y8 CEMASSAGE	N/A			\$26,182.36	-278.40	\$25,903.96	1762		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/13/2018	3602-N	316640478	N/A	N/A	N/A		\$26,523.09	-340.73	\$26,182.36	1981		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/06/2018	QMR verification	315730026	APEBZC0 SCHOOL STAGE	N/A			\$26,523.09	+0.00	\$26,523.09	12511		VT	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/06/2018	3602-N	315799747	APELO40 FAIS	N/A			\$26,643.41	-120.32	\$26,523.09	754		VT	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/06/2018	3602-N	315393933	APEA25Y VISITPC	N/A			\$29,684.48	-3,041.07	\$26,643.41	21308		VT	



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Transactions

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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	
	09/01/2018	09/30/2018	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	Pstq	Stm	#	Job ID	Cust Ref #	CAPS Tran #	EPS Tran #	Beginning Balance	Amount	Ending Balance	Pieces	Verifications	User	Details
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/29/2018	BRM Invoice	N/A	N/A	N/A	N/A				\$5,207.45	-53.71	\$5,153.74	41		ALJ	
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/26/2018	BRM Invoice	N/A	N/A	N/A	N/A				\$5,227.10	-19.65	\$5,207.45	15		ALJ	
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/25/2018	BRM Invoice	N/A	N/A	N/A	N/A				\$5,240.20	-13.10	\$5,227.10	10		ALJ	
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/24/2018	BRM Invoice	N/A	N/A	N/A	N/A				\$5,380.37	-140.17	\$5,240.20	107		ALJ	
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/15/2018	BRM Invoice	N/A	N/A	N/A	N/A				\$5,432.77	-52.40	\$5,380.37	40		ALJ	
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/13/2018	BRM Invoice	N/A	N/A	N/A	N/A				\$5,434.82	-2.05	\$5,432.77	1		ALJ	
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/13/2018	BRM Invoice	N/A	N/A	N/A	N/A				\$5,459.71	-24.89	\$5,434.82	19		ALJ	
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/12/2018	BRM Invoice	N/A	N/A	N/A	N/A				\$5,468.88	-9.17	\$5,459.71	7		ALJ	
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/10/2018	BRM Invoice	N/A	N/A	N/A	N/A				\$5,557.96	-89.08	\$5,468.88	68		ALJ	
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	09/01/2018	BRM Invoice	N/A	N/A	N/A	N/A				\$5,563.20	-5.24	\$5,557.96	4		ALJ	

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		09/01/18		08/01/18		08/31/18	
BEGINNING BALANCE	DEPOSITS	REFUNDS	POSTAGE	ADJUSTMENTS	WITHDRAWALS	TRANSFERRED TO PM	ENDING BALANCE		
3,940.91	0.00	0.00	43.96	0.00	0.00	0.00	3,896.95		
NO. OF TRANSACTIONS	0	0	2	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 average 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 PIV – balance remaining after account has been closed. If positive, amount will be refunded to accountholder by Postmaster at Account ZIP. If negative, this amount is to be remitted by the accountholder 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			
164	9/14/2018	13,000.00			
			13,000.00	Total	See Page 1 pdf
174					
			-	Total	See Page 2 pdf
BRE					
			-	Total	See Page 3 pdf

Usage

Group	Date	Amount			
164	9/6/2018	3,041.07			
	9/6/2018	120.32			
	9/13/2018	340.73			
	9/13/2018	278.40			
	9/14/2018	141.27			
	9/24/2018	288.26			
	9/25/2018	88.48			
			4,298.53	Total	See Page 1 pdf
174	9/22/2018	2,251.78			
	9/25/2018	589.51			
			2,841.29	Total	See Page 2 pdf
BRE	9/1/2018	5.24			
	9/10/2018	89.08			
	9/12/2018	9.17			
	9/13/2018	24.89			
	9/13/2018	2.05			
	9/15/2018	52.40			
	9/24/2018	140.17			
	9/25/2018	13.10			
	9/26/2018	19.65			
	9/29/2018	53.71			

409.46 Total

See Page 3PDF

express

8/31/2018 43.96

43.96 Total

See Page 5 pdf



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

	Checks Deposited					Usage		
	Beginning Balance	Staff Services Department	Request performed by Staff Services	Per Outside Staff Services	Total Deposits	Staff Services Usage	Outside Staff Services Usage	Ending Balance
July, 2018								
Permit #174	6,538.84	4,000.00			4,000.00	5,836.98	5,836.98	4,701.86
Permit #164	38,644.22	16,000.00			16,000.00	41,959.18	41,959.18	12,685.04
BRM	6,001.66	-			-	114.28	114.28	5,887.38
Express	4,051.63	-			-	66.65	66.65	3,984.98
Total	55,236.35	20,000.00	-	-	20,000.00	47,977.09	-	27,259.26

	Checks Deposited					Usage		
	Beginning Balance	Staff Services Department	Request performed by Staff Services	Per Outside Staff Services	Total Deposits	Staff Services Usage	Outside Staff Services Usage	Ending Balance
August, 2018								
Permit #174	4,701.86		5,000.00		5,000.00	1,189.70	1,189.70	8,512.16
Permit #164	12,685.04		28,000.00		28,000.00	11,000.56	11,000.56	29,684.48
BRM	5,887.38	-			-	324.18	324.18	5,563.20
Express	3,984.98	-			-	44.07	44.07	3,940.91
Total	27,259.26	-	33,000.00	-	33,000.00	12,558.51	-	47,700.75

	Checks Deposited					Usage		
	Beginning Balance	Staff Services Department	Request performed by Staff Services	Per Outside Staff Services	Total Deposits	Staff Services Usage	Outside Staff Services Usage	Ending Balance
September, 2018								
Permit #174	8,512.16				-	2,841.29	2,841.29	5,670.87
Permit #164	29,684.48	13,000.00			13,000.00	4,298.53	4,298.53	38,385.95
BRM	5,563.20	-			-	409.46	409.46	5,153.74
Express	3,940.91	-			-	43.96	43.96	3,896.95
Total	47,700.75	13,000.00	-	-	13,000.00	7,593.24	-	53,107.51

	Checks Deposited					Usage		
	Beginning Balance	Staff Services Department	Request performed by Staff Services	Per Outside Staff Services	Total Deposits	Staff Services Usage	Outside Staff Services Usage	Ending Balance
October, 2018								
Permit #174	5,670.87	-			-	-	-	5,670.87
Permit #164	38,385.95	-			-	-	-	38,385.95
BRM	5,153.74	-			-	-	-	5,153.74
Express	3,896.95	-			-	-	-	3,896.95
Total	53,107.51	-	-	-	-	-	-	53,107.51

	Checks Deposited					Usage		
	Beginning Balance	Staff Services Department	Request performed by Staff Services	Per Outside Staff Services	Total Deposits	Staff Services Usage	Outside Staff Services Usage	Ending Balance
November, 2018								
Permit #174	5,670.87	-			-	-	-	5,670.87
Permit #164	38,385.95	-			-	-	-	38,385.95
BRM	5,153.74	-			-	-	-	5,153.74
Express	3,896.95	-			-	-	-	3,896.95
Total	53,107.51	-	-	-	-	-	-	53,107.51

	Checks Deposited					Usage		
	Beginning Balance	Staff Services Department	Request performed by Staff Services	Per Outside Staff Services	Total Deposits	Staff Services Usage	Outside Staff Services Usage	Ending Balance
December, 2018								
Permit #174	5,670.87	-			-	-	-	5,670.87
Permit #164	38,385.95	-			-	-	-	38,385.95
BRM	5,153.74	-			-	-	-	5,153.74
Express	3,896.95	-			-	-	-	3,896.95
Total	53,107.51	-	-	-	-	-	-	53,107.51

	Checks Deposited					Usage		
	Beginning Balance	Staff Services Department	Request performed by Staff Services	Per Outside Staff Services	Total Deposits	Staff Services Usage	Outside Staff Services Usage	Ending Balance
January, 2019								
Permit #174	5,670.87	-			-	-	-	5,670.87
Permit #164	38,385.95	-			-	-	-	38,385.95
BRM	5,153.74	-			-	-	-	5,153.74
Express	3,896.95	-			-	-	-	3,896.95
Total	53,107.51	-	-	-	-	-	-	53,107.51

1067137

10/09/2018

0240011

100418

V0530391

POSTAGE SEPT 2018

0100000001700005

8,000.00



8,000.00

Redacted

0240011

PAY ONLY EIGHT THOUSAND AND 00/100 DOLLARS

10/08/2018

\$*****8,000.00

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