

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: 110218

Invoice Date: 11/02/18

PO Number:

Check Number: 0244161

Check Amount: \$ 10,000.00

Check Date: 11/05/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0541339

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

**AP VERIFIED**

V6541339

**11/07/18 - ROBERT MAREK**

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: 11/2/2018  
Vendor ID: 1087409

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700006	Pitney Bowes Prepaid	\$ 10,000.00
Grand Total							\$ 10,000.00

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

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

Description on Check:

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

**Approvals:**

Prepared By: Martha Johnson

Approved By: Magdalena Ogradny

Date:

Signature:

Signature:

11/2/18

Payment Due:

Approved By:

Ellen Roberts

Date:

Board Approved Date:

Signature:

Brian Caputo

Date:

Approved By Division VP:

Signature:

Brian H. Caputo

Date:

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

015 11

0.334

## **Johnson, Martha**

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**From:** Hall, Shameica  
**Sent:** Thursday, November 01, 2018 3:31 PM  
**To:** Johnson, Martha  
**Cc:** Ogrodny, Magdalena; Roberts, Ellen  
**Subject:** RE: October, Postage Usage Documentation

Good afternoon Martha,

Your request is approved.

Best regards,

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

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**From:** Johnson, Martha  
**Sent:** Thursday, November 1, 2018 3:07 PM  
**To:** Hall, Shameica <halls115@cod.edu>  
**Cc:** Ogrodny, Magdalena <ogrodnym@cod.edu>; Roberts, Ellen <roberts@cod.edu>  
**Subject:** October, Postage Usage Documentation

Good afternoon, Shameica,

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



- Pitney Bowes: The Pitney Bowes ending balance is \$65,925.08. 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 \$53,844.76, with our balances in the two permit accounts at \$45,045.30. The established threshold is \$60,000.00, so we are requesting \$7,000.00 to bring us up to the established threshold and \$27,000.00 for the mailing of 315,500 Continue Ed, Spring Class catalogs. Please see attached CE request.

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: 10/01/2018 To: 10/31/2018 Choose Accounts Choose Transactions

Run

## COLLEGE OF DU PAGE

&gt;Total Prepaid Balance \$65,925.08

&gt;Purchase Power Total Amount Due \$0.00

&gt;Transfer Balance

Date ^	Postage Accounts	Description	Reference	Meter/Permit	Postage on Meter	Reserve Account	Total Amount
10/31/2018	34582171	Free Postage Payment				\$11.78	\$11.78
10/19/2018	34582171	Refill		0353896	\$0.27	\$-10,000.00	\$-10,000.00
10/15/2018	34582171	Remittance Check	00240009			\$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
10/15/2018	Remittance Check	240009	10,000.00
10/31/2018	Free Postage		11.78
			<hr/> 10,011.78

**Refill**

Date	Description	Reference Number	Amount
10/19/2018	Refill		10,000.00
			<hr/> 10,000.00

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

	<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	60,893.19	15,010.84	20,000.00	55,904.03

	<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	55,904.03	20,009.27	10,000.00	65,913.30

	<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	65,913.30	10,011.78	10,000.00	65,925.08

	<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	65,925.08	-	-	65,925.08

1087409

11/05/2018

0244161

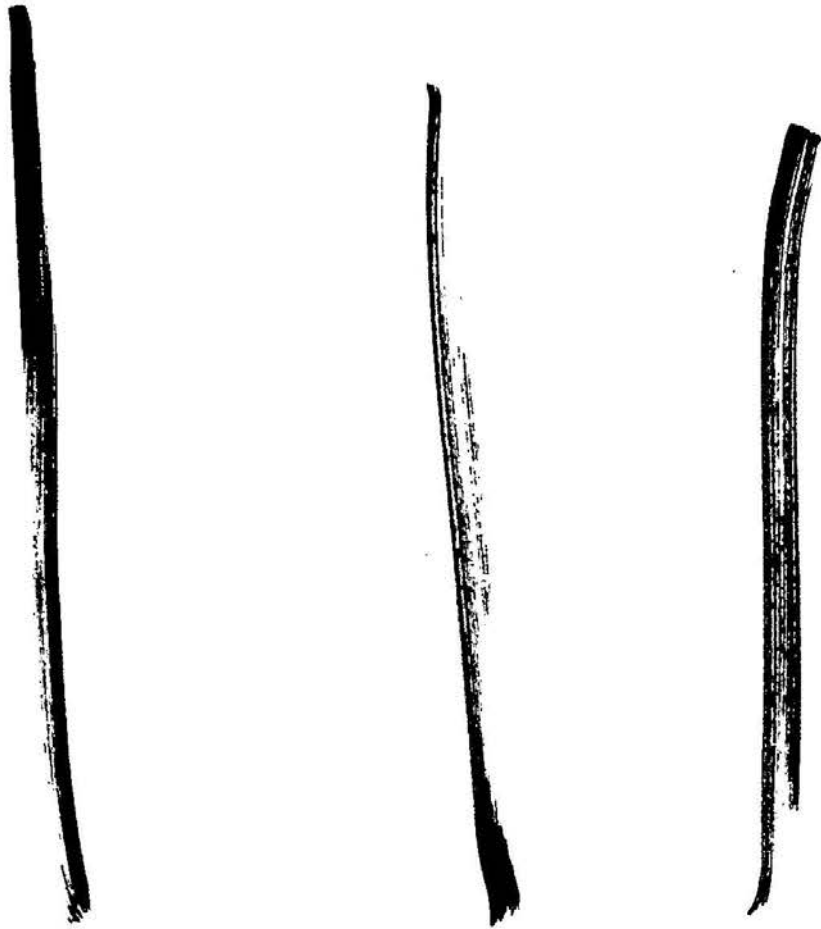
110218

V0541339

OCT 2018 USAGE REIMBURSE

0100000001700006

10,000.00



10,000.00

*Putnam*

0244161

PAY ONLY TEN THOUSAND AND 00/100 DOLLARS

11/05/2018

\$\*\*\*\*10,000.00

Reserve Account  
PO Box 223648  
Pittsburgh PA 15250-2648