

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087137

Vendor Name: POSTMASTER - GLEN ELLYN

Invoice Number: 110218

Invoice Date: 11/02/18

PO Number:

Check Number: 0244164

Check Amount: \$ 33,000.00

Check Date: 11/05/2018

Department ID: 00000

Reviewer Name:

Voucher Number: V0541358

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: 11/2/2018

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 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

Glen

## Description on Check:

October, 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)

07.5.17

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**

---

**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)

## Johnson, Martha

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**From:** Fanella, Melissa  
**Sent:** Wednesday, October 17, 2018 9:42 AM  
**To:** Johnson, Martha  
**Subject:** CE SPRING 2019 schedule of classes

Hi Martha!

We are getting the file ready for the printing of the 2019 spring CE schedule of classes.

So far, we are on track for printer to get job on Nov. 1 and for completed schedules to come to warehouse and GE Post Office on **Nov. 15**.

The approximate weight per piece is **3.6 oz**.

- We are printing **320,000** total CE catalogs/schedules
- **310,000** will be a saturation mailing through the Glen Ellyn post office, by zip
- We will address and mail **5,500** through the COD mailroom
- The remaining **4,500** will come to Continuing Education

This message is to officially request postage for this mailing.

Thank you!

Melissa

**Melissa Fanella**

*Program and Marketing Coordinator*

Continuing Education

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Phone: (630) 942-2067 | Fax: (630) 942-3785 | [fanellam@cod.edu](mailto:fanellam@cod.edu) | [www.cod.edu/conted](http://www.cod.edu/conted)

Visit us on campus in Glen Ellyn – SRC 1110 | Follow us on [Twitter](#) | Like us on [Facebook](#)



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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 164
Customer Reference Number	Start Date	End Date	
	10/01/2018	10/31/2018	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	Psio	Stmt #	Job ID	Cust Ref #	CAPS Tran #	EPS Tran #	Beginning Balance	Amount	Ending Balance	Placed	Verifications	User	Details
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/31/2018	<a href="#">3602-N</a>	321584494		APHEZXE	LIFE LONG LEARNER	N/A		\$41,142.32	-572.34	\$40,569.98	3317		TMC	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/24/2018	<a href="#">3602-N</a>	320854789		APH2GI1	ACPRINTPC	N/A		\$41,353.47	-211.15	\$41,142.32	1306		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/23/2018	<a href="#">3602-N</a>	320690393		APH08KF	ACFALLPC	N/A		\$41,595.98	-242.51	\$41,353.47	1582		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/12/2018	<a href="#">3602-N</a>	319679609		APGG73X	REG NOW	N/A		\$44,373.17	-2,777.19	\$41,595.98	20216		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/12/2018	<a href="#">3602-N</a>	319285311		APGC5IG	ADULTVETERAN	N/A		\$45,624.20	-1,251.03	\$44,373.17	9036		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/10/2018	<a href="#">Permit Deposit</a>	N/A		N/A	N/A	N/A		\$37,624.20	+8,000.00	\$45,624.20			POS	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/05/2018	<a href="#">3602-N</a>	318834094		APG3BYJ	SLEA	N/A		\$37,775.95	-151.75	\$37,624.20	923		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/04/2018	<a href="#">3602-N</a>	318789134		APG2YIU	CEFINANCE	N/A		\$37,985.49	-209.54	\$37,775.95	1411		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/03/2018	<a href="#">3602-N</a>	318601406		APG12ZI	CHCPC	N/A		\$38,055.26	-69.77	\$37,985.49	420		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/03/2018	<a href="#">3602-N</a>	318598483		APG111R	AUCTIONPC	N/A		\$38,319.77	-264.51	\$38,055.26	1674		ALJ	
413398	PI 164	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/03/2018	<a href="#">3602-N</a>	318484498		APFZ4F8	ADVISING	N/A		\$38,385.95	-66.18	\$38,319.77	416		DLN	


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Location	Transaction Type	Account Type	Permit / Pub Number
COLLEGE OF DUPAGE/DML	All	All	starts with 174
Customer Reference Number	Start Date	End Date	
	10/01/2018	10/31/2018	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	Pstg Smt #	Job ID	Cust Ref #	CAPS Tran #	EPS Tran #	Beginning Balance	Amount Ending Balance	Pieces	Verifications	User Details
413400	PI 174	3455185	GLEN ELLYN, IL	10/31/2018	3600-R	321625164	APHF60Z CUETONE	N/A		\$5,177.89	-702.57	\$4,475.32	1534	TMC
413400	PI 174	3455185	GLEN ELLYN, IL	10/28/2018	3600-R	321252917	APH7KXJ ACINVITE	N/A		\$5,670.87	-492.98	\$5,177.89	738	ALJ





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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	
	10/01/2018	10/31/2018	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	Pstg	Stmt	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	10/27/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$4,934.97	-10.48	\$4,924.49	8		ALJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/26/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$4,942.83	-7.86	\$4,934.97	6		ALJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/23/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$4,954.62	-11.79	\$4,942.83	9		ALJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/19/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$4,983.44	-28.82	\$4,954.62	22		ALJ
287678	BR 399001	3455186	GLEN ELLYN, IL	GLEN ELLYN, IL	10/15/2018	BRM Invoice	N/A	N/A	N/A	N/A					\$5,153.74	-170.30	\$4,983.44	130		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		10/01/18		09/01/18		09/30/18	
BEGINNING BALANCE	DEPOSITS	REFUNDS	POSTAGE	ADJUSTMENTS	WITHDRAWALS	TRANSFERRED TO PM	ENDING BALANCE		
3,896.95	0.00	0.00	21.98	0.00	0.00	0.00	3,874.97		
NO. OF TRANSACTIONS	0	0	1	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.

000 017 061



### 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.

### GENERAL 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 PIM** – 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.

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

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**July, 2018**

August, 2018

September, 2018

October, 2018

November, 2018December, 2018January, 2019[illegible]

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

**Checks Deposited**

Group	Date	Amount		
164	10/10/2018	8,000.00		
		-	8,000.00	Total See Page 1 pdf
			-	Total See Page 2 pdf

**Usage**

164	10/2/2018	66.18		
	10/3/2018	264.51		
	10/3/2018	69.77		
	10/4/2018	209.54		
	10/5/2018	151.75		
	10/12/2018	1,251.03		
	10/12/2018	2,777.19		
	10/23/2018	242.51		
	10/24/2018	211.15		
	10/31/2018	572.34		
			5,815.97	Total See Page 1 pdf
174	10/26/2018	492.98		
	10/31/2018	702.57		

		<hr/>	1,195.55	Total	See Page 2 pdf
BRE	10/15/2018	170.30			
	10/19/2018	28.82			
	10/23/2018	11.79			
	10/26/2018	7.86			
	10/27/2018	10.48			

229.25 Total See BRM PDF

Express	9/30/2018	<hr/> 21.98			
			21.98	Total	See Page 3 pdf

1087137

11/05/2018

0244164

110218

V0541358

OCT 2018 POSTAGE

0100000001700005

33,000.00



33,000.00

*Handwritten signature or mark.*

0244164

PAY ONLY THIRTY THREE THOUSAND AND 00/100 DOLLARS

11/05/2018

\$\*\*\*\*33,000.00

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