

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087137
Vendor Name: POSTMASTER - GLEN ELLYN
Invoice Number: AUG POSTAGE
Invoice Date: 09/08/20
PO Number:
Check Number: 0272332
Check Amount: \$ 10,000.00
Check Date: 09/09/2020
Department ID: 00000
Reviewer Name:
Voucher Number: V0643793
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: barriosi142@cod.edu

Sent: Wed Sep 09 08:58:42 CDT 2020

To: invoicing@cod.edu

CC:

Subject: USPS Aug Postal Check Request.pdf

AP VERIFIED

09/09/20 - ISABEL BARRIOS

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: 9/8/2020

Vendor ID: 1087137

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700005	USPS 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: Postmaster- Glen Ellyn

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

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

Description on Check:

August, 2020, Postal usage reimbursement request. (Manual Check request)

Approvals:

Prepared By: Martha Johnson

Approved By: Magdalena Ogrodny

Date:

Signature: 

Signature: 

9/8/2020

Payment Due:

Approved By: Ellen Roberts

Date:

Board Approved Date:

Signature: 

9.8.2020

Approved By Division VP:

Brian Caputo

Date:

Signature:

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

Johnson, Martha

From: Hall, Shameica
Sent: Wednesday, September 2, 2020 9:19 AM
To: Johnson, Martha
Cc: Ogrodny, Magdalena; Roberts, Ellen
Subject: RE: August Postal Usage Reports/Check Request

Good morning Martha,

Your request is approved.

Best regards,

Shameica Hall

Accountant II - Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599 | USA

Phone 630.942.2678 | Fax 630.942.2297 | halls115@cod.edu

From: Johnson, Martha <johnsonm@cod.edu>
Sent: Tuesday, September 1, 2020 10:40 AM
To: Hall, Shameica <halls115@cod.edu>
Cc: Ogrodny, Magdalena <ogrodnym@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: August Postal Usage Reports/Check Request

Good Morning, Shameica,

Attached please find the postage reconciliation documents for Aug, 2020 (express statement from July). Please note the following:


- Pitney Bowes: The Pitney Bowes ending balance is \$69,158.30. The established threshold is \$75,000.00, so we are requesting \$6,000.00 to bring us up to the established threshold for Pitney Bowes.
- USPS: Our USPS – EPS balance is \$47,109.80, and the Express ending balance is \$2,828.53 The established threshold is \$60,000.00, so we are requesting \$10,000.00 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
Print & Mail Services
425 Fawell blvd.
Glen Ellyn, IL 60137
(630) 942-2237
johnsonm@cod.edu


MARTHA JOHNSON
 EPS Accounts:

Active	Pending
1	0

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Customer Care
[FAQs and Reference Materials](#)
 Call us: 1-800-522-9085
 For TDD/TTY Relay:
 1-800-877-8339
[Send an email to Customer Service](#)

Spending History For

08/04/2020

08/31/2020

Products & Services

- First-Class Mail **\$0.00** ✓
- Return Services **\$145.19** ✓
- USPS Marketing Mail **\$9,822.09** ✓

9967.28 ✓

Active EPS Accounts

Last Updated: Fri, Feb 15, 2019

EPS #: **1000008258** Business Location # 3455186

Pending ACH Debit Transactions	Pending First-Class
\$0.00	\$47,109.80 ✓

Pending EPS Accounts	No Pending EPS Accounts
Inactive EPS Accounts	No Inactive EPS Accounts
Suspended EPS Accounts	No Suspended EPS Accounts
Pending Closure EPS Accounts	No Pending Closure EPS Accounts

Transaction History Report

Transaction Date Filter:

Start: 08/04/2020

End: 08/31/2020

Showing 1 to 9 of 9 entries

Search

CSV Excel PDF

Transaction ID	Date (ET)	Due Date	Amount	Transaction Type	Description	Detail
17764661	08/27/2020 12:52:00 PM	08/27/2020	\$48.23	PURCHASE	Business Reply Mail	
17535289	08/24/2020 05:54:52 PM	08/24/2020	\$39.82	PURCHASE	Business Reply Mail	
17379384	08/21/2020 04:27:22 PM	08/21/2020	\$3.00	PURCHASE	First Class Postage Statement	
17378372	08/21/2020 04:24:14 PM	08/21/2020	\$25.08	PURCHASE	Business Reply Mail	
17091508	08/19/2020 01:14:45 PM	08/19/2020	\$7,000.00	DEPOSIT	RETAIL	
16958504	08/17/2020 04:34:22 PM	08/17/2020	\$32.06	PURCHASE	Business Reply Mail	
16928739	08/17/2020 12:15:30 PM	08/17/2020	\$435.90	PURCHASE	Periodicals/USPS Marketing Mail Postage Statement	FALL OWL
16315507	08/06/2020 05:56:18 PM	08/06/2020	\$16,904.69	PURCHASE	Periodicals/USPS Marketing Mail Postage Statement	CEONLINE
16141652	08/04/2020 02:29:06 PM	08/04/2020	\$2,481.30	PURCHASE	Periodicals/USPS Marketing Mail Postage Statement	FALL CLAS

Show 25 entries

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Print and Deliver Return Label Service

SBP Customer (SBP)

SBP Monthly Account and Sampling Summary

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: COLLEGE OF DUPAGE/DML

Transaction Type: All

Account Type: BR - Business Reply

Customer Reference Number: []

Start Date: 08/04/2020

End Date: 08/31/2020

Permit / Pub Number: [] starts with []

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.

Account #	Permit / Pub CRID	PO of Permit	PO of Mailing Date	Tran Type	Psto Stmt #	Job ID	Description	Cust Ref #	CAPS Tran #	Beginning Balance	Amount	Ending Balance	Pieces	Verifications	User	Details
1000008258	BR 399001	3455186	GLEN ELLYN, IL	BRM Invoice	08/27/2020	N/A	N/A	N/A	17764661	\$47,158.03	-48.23	\$47,109.80	75			TMC
1000008258	BR 399001	3455186	GLEN ELLYN, IL	BRM Invoice	08/24/2020	N/A	N/A	N/A	17535289	\$47,197.85	-39.82	\$47,158.03	62			TMC
1000008258	BR 399001	3455186	GLEN ELLYN, IL	BRM Invoice	08/21/2020	N/A	N/A	N/A	17378372	\$47,222.93	-25.08	\$47,197.85	39			TMC
1000008258	BR 399001	3455186	GLEN ELLYN, IL	BRM Invoice	08/17/2020	N/A	N/A	N/A	16958504	\$40,254.99	-32.06	\$40,222.93	49			TMC


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Transactions

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[Search for Transactions](#)

Location COLLEGE OF DUPAGE/DML	Transaction Type All	Account Type PI - Permit Imprint	Permit / Pub Number starts with 164
Customer Reference Number	Start Date 08/04/2020	End Date 08/31/2020	<input type="button" value="SEARCH"/>

If you encounter an error or view performance during a search, please try the following: Enter a value, select an option, and/or reduce the date range of the search.

Account #	Permit / Pub CRID	PO of Permit	PO of Mailing	Date	Tran Type	Peta Stmt #	Job ID	Job Description	Qust Ref #	CAPS Tran #	EPS Tran #	Beginning Balance	Amount	Ending Balance	Process Verifications	User Details
1000006258 PI 164	3455166 IL	GLEN ELLYN, IL	GLEN ELLYN, IL	08/17/2020	3502-N	390038752	AGEW/PVQ	8-12-20 online reprint bnf	FALL ONLINE	N/A	16928739	\$0.00	-435.90	-435.90	✓	2689 TMC
1000006258 PI 164	3455166 IL	GLEN ELLYN, IL	GLEN ELLYN, IL	08/06/2020	3502-N	33558222	AGEJMC5	8-4-20 CE fall online bnf	CEONLINE	N/A	16315507	\$0.00	-5,904.89	-5,904.89	✓	47775 TMC
1000006258 PI 164	3455166 IL	GLEN ELLYN, IL	GLEN ELLYN, IL	08/04/2020	3502-N	338157251	AGEHSCW	8-3-20 fall classes bnf	FALLCLASS	N/A	16141652	\$0.00	-2,481.30	-2,481.30	✓	17371 TMC

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Transactions

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Search for Transactions	
Location	COLLEGE OF DUPAGE/DML
Customer Reference Number	
Transaction Type	All
Start Date	08/04/2020
End Date	08/31/2020
Account Type	PI - Permit Imprint
Permit / Pub Number starts with	174
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.

No records found matching search criteria.

IF ADDRESS IS INCORRECT, PLEASE NOTIFY POSTMASTER

GLEN ELLYN IL 60137-9998



PRIORITY MAIL EXPRESS

UNITED STATES POSTAL SERVICE®

USPS CORPORATE ACCOUNT
MAILING STATEMENT

ACCOUNT NO: 601562

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		08/01/20		07/01/20		07/31/20	
BEGINNING BALANCE	DEPOSITS	REFUNDS	POSTAGE	ADJUSTMENTS	WITHDRAWALS	TRANSFERRED TO PM	ENDING BALANCE		
2,828.53	0.00	0.00	0.00	0.00	0.00	0.00	2,828.53		
NO. OF TRANSACTIONS	0	0	0	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		

Our records indicate you have not used your account recently. Remember, your USPS Corporate Account offers you convenience plus. Simply write your account number on the label, drop off your shipment at any Priority Mail Express box, give it to your letter carrier or call for a pickup. No need for a trip to the post office. The United States Postal Service values your business and hope that you will continue to use us to meet all your expedited shipping needs. Please call your local account representative if we can assist you.

FOR STATEMENT INQUIRIES CALL 630-260-5583
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.

USPS Monthly Reconciliation
Reserve Fund Reimbursement
FY21
01-00-00000-1700005

	Checks Deposited				Usage	
	Beginning Balance	Staff Services Department	Request performed by Staff Services	Per Outside Staff Services	Staff Services Usage	Outside Staff Services Usage
July, 2020						
EPS	55,274.27	32,000.00			37,197.19	
Fees						
Express	2,828.53					
	58,102.80	32,000.00	-	-	37,197.19	-
Total						
					37,197.19	50,077.08
						2,828.53
						52,905.61

	Checks Deposited				Usage	
	Beginning Balance	Staff Services Department	Request performed by Staff Services	Per Outside Staff Services	Staff Services Usage	Outside Staff Services Usage
August, 2020						
EPS	50,077.08	7,000.00			9,967.28	
Express	2,828.53					
	52,905.61	7,000.00	-	-	9,967.28	-
Total						
					9,967.28	47,109.80
						2,828.53
						49,938.33

	Checks Deposited				Usage	
	Beginning Balance	Staff Services Department	Request performed by Staff Services	Per Outside Staff Services	Staff Services Usage	Outside Staff Services Usage
September, 2020						
EPS	47,109.80					
Express	2,828.53					
	49,938.33		-	-		-
Total						
						47,109.80
						2,828.53
						49,938.33

Monthly Reconciliation
 e Fund Reimbursement
 FY21
 00-00000-1700005

Checks Deposited

Group	Date	Amount
EPS	8/19/2020	\$ 7,000.00

7,000.00 Total See Page 1 pdf

Usage

164

8/4/2020	\$ 2,481.30
8/6/2020	\$ 6,904.89
8/17/2020	\$ 435.90

9,822.09 9,822.09 Total See Page 1 pdf

174

\$ -

- - Total See Page 2 pdf

BRE

8/17/2020	\$ 32.06
8/21/2020	\$ 25.08
8/24/2020	\$ 39.82
8/27/2020	\$ 48.23

145.19 145.19 Total See Page 3 PDF

Express

7/31/2020	\$ -
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- - Total See Page 5 pdf