

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: AUG POSTAGE

Invoice Date: 09/08/20

PO Number:

Check Number: 0272333

Check Amount: \$ 6,000.00

Check Date: 09/09/2020

Department ID: 00000

Reviewer Name:

Voucher Number: V0643794

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: barrios142@cod.edu

Sent: Wed Sep 09 08:59:02 CDT 2020

To: invoicing@cod.edu

CC:

Subject: PB Aug Postal check request-.pdf

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: 1087409

AP VERIFIED**09/09/20 - ISABEL BARRIOS**

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700006	Pitney Bowes Prepaid	\$ 6,000.00
Grand Total							\$ 6,000.00

--- \$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

Payee Address: P.O. Box 223648
Pittsburgh, PA 15250-2648Other Manual Check Request
Instructions: Please call when ready for pick up, Martha Johnson, 2237.

Description on Check:

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

Approvals:

Prepared By:

Martha Johnson

Signature:



Payment Due:

Board Approved Date:

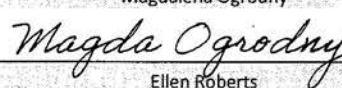
Approved By:

Magdalena Ogrodny

Date:

9/8/2020

Signature:



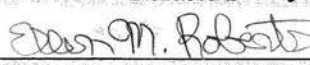
Approved By:

Ellen Roberts

Date:

9.8.2020

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

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

Change data view Export to... Print ? Help

From: 08/01/2020 To: 08/31/2020 Choose Accounts

Choose Transactions



COLLEGE OF DU PAGE

>Total Prepaid Balance \$89,158.30
>Purchase Power Total Amount Due \$0.00
>Transfer Balance

Date	Postage Accounts	Description	Reference	Meter/Permit	Postage on Meter	Reserve Account	Total Amount
08/31/2020	34582171	Free Postage Payment				\$10.11	\$10.11
08/25/2020	34582171	Remittance Check	00271587			\$10,000.00	\$10,000.00
08/04/2020	34582171	Refill		0353896	\$1.56	\$-5,000.00	\$-5,000.00

Transactions 1 - 3 of 3

Website Feedback

Pitney Bows Monthly Reconciliation
 Reserve Fund Reimbursement
 FY21
 01-00-00000-1700006

Checks Deposited		
Date	Description	Reference Number Amount
8/25/2020	Remittance Check	271587 \$ 10,000.00
8/31/2020	Free Postage	10.11
		<hr/>
		\$ 10,010.11 Total deposit

Refill		
Date	Description	Reference Number Amount
8/4/2020	Refill	353896 \$ 5,000.00
		<hr/>
		\$ 5,000.00 Total Usage

Pitney Bows Monthly Reconciliation
Reserve Fund Reimbursement
FY21
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	64,137.13	10,011.06	10,000.00 -	64,148.19
August, Total	64,148.19	10,010.11	5,000.00	69,158.30
September, Total	69,158.30			69,158.30
October, Total	69,158.30			69,158.30
November, Total	69,158.30			69,158.30
December, Total	69,158.30			69,158.30
January, Total	69,158.30			69,158.30
February, Total	69,158.30			69,158.30