

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087636
Vendor Name: Carol Stream Postmaster
Invoice Number: 835884
Invoice Date: 09/01/20
PO Number:
Check Number: 0272235
Check Amount: \$ 2,619.69
Check Date: 09/03/2020
Department ID: 11601
Reviewer Name:
Voucher Number: V0643275
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: zerrudom@cod.edu
Sent: Thu Sep 03 12:01:37 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: Manual Check Alert Carol Stream Postmaster - Please Rush

From: Cruse, Bethany
Sent: Thursday, September 3, 2020 11:56 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>; Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: Manual Check Alert Carol Stream Postmaster - Please Rush

Hi Joyce,
This is under A-G, Carol Stream Postmaster. Adding in Marivic.

Thanks

Bethany Cruse
AP Lead
College Of DuPage
630-942-4294

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Thursday, September 3, 2020 11:53 AM
To: Cruse, Bethany <cruseb199@cod.edu>
Subject: Fw: Manual Check Alert Carol Stream Postmaster - Please Rush

Hi Bethany,

Please prepare the check for the amount of \$2619.69 for Postmaster. Please let me know when it is ready for print.

Thanks,
Joyce
Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



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unauthorized and you should delete/destroy all copies and notify the sender. No liability is accepted for any unauthorized use of the information contained in this transmission.

From: Roberts, Ellen
Sent: Thursday, September 3, 2020 11:49 AM
To: Humphrey, Vera
Cc: McGowan, Ellen; Sekerka, Joyce
Subject: RE: Manual Check Alert Carol Stream Postmaster - Please Rush

Vera,

Manual check approved. See attached.

Thank you,

Ellen

Ellen M. Roberts
Interim Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Thursday, September 3, 2020 11:45 AM
To: Roberts, Ellen <roberts@cod.edu>
Cc: McGowan, Ellen <mcgowan@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Subject: FW: Manual Check Alert Carol Stream Postmaster - Please Rush
Importance: High

Hi Ellen,

For your approval.

Thank you.

Vera Humphrey
Administrative Assistant to the
Interim Vice President
of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)



From: McGowan, Ellen <mcgowan@cod.edu>
Sent: Thursday, September 3, 2020 11:43 AM
To: Humphrey, Vera <humphreyv@cod.edu>
Cc: Sekerka, Joyce <sekerkaj@cod.edu>; Accounts Payable <acctpay@cod.edu>; Martinez, Diana <martinezd59@cod.edu>
Subject: RE: Manual Check Alert Carol Stream Postmaster
Importance: High

Hi Vera,
Attached is the approved check request needing Ellen R's approval for a manual check.
Please forward to Payables and Joyce when you can.
We need the check asap this week.
Thank you again, Everyone!
It takes a village!

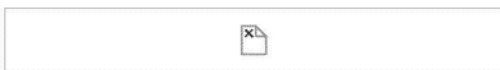
Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone 630.942.3009
Fax 630.942.3002

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Thursday, September 3, 2020 9:41 AM
To: McGowan, Ellen <mcgowan@cod.edu>; Humphrey, Vera <humphreyv@cod.edu>; Accounts Payable <acctpay@cod.edu>
Cc: Martinez, Diana <martinezd59@cod.edu>
Subject: Re: Manual Check Alert Carol Stream Postmaster

Great! Thank you so much.

~Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



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From: McGowan, Ellen

From: McGowan, Ellen
Sent: Thursday, September 3, 2020 9:36:16 AM
To: Sekerka, Joyce; Humphrey, Vera; Accounts Payable
Cc: Martinez, Diana
Subject: RE: Manual Check Alert Carol Stream Postmaster

Hi Joyce,
Hopefully, we'll get the signatures today.
If yes, we definitely have staff in the MAC on Friday.
Thank you for your help.
I will let you know as soon as I do.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone 630.942.3009
Fax 630.942.3002

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Thursday, September 3, 2020 9:01 AM
To: McGowan, Ellen <mcgowan@cod.edu>; Humphrey, Vera <humphreyv@cod.edu>; Accounts Payable <acctpay@cod.edu>
Cc: Martinez, Diana <martinezd59@cod.edu>
Subject: Re: Manual Check Alert Carol Stream Postmaster

Hi Ellen,

Will someone be coming to pick up the check, if we cut it Friday? We are normally not on campus(only on Wednesday's until noon) to print checks. But, since this is urgent, we can make an exception. The sooner we can get the check request, the better. Otherwise, the check will not get issued until next week since Monday is a Holiday.

Thanks,
Joyce
Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



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From: McGowan, Ellen
Sent: Wednesday, September 2, 2020 5:19 PM
To: Humphrey, Vera; Accounts Payable
Cc: Sekerka, Joyce; Martinez, Diana
Subject: Manual Check Alert Carol Stream Postmaster

Hi All,

Diana and I wanted to alert you that we have an urgent request for a postage check (\$2619.69) in the works. The check request is in progress with Dr. Sims and Dr. Chavez for signatures. Once we have it back, we will need your help with the fastest turnaround for the check. We are hoping to have it from you on Friday so our brochure can be mailed quickly. We have very little notice from the printer with the amount because of the press time, mail list sorting and pricing. Postage requisitions are always sensitive especially now that printers don't have cash reserves. It is a matter of a week's worth of sales to the college.

Thank you for the help you can give us this week. We know it is a holiday weekend and hope we can still make this happen.

I will send the form to you as soon as I have it back from the VP's.

Ellen McGowan
Business Manager
McAninch Arts Center
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
Phone 630.942.3009
Fax 630.942.3002

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Manual Check Request

APPROVED

By Ellen M. Roberts at 11:48 am, Sep 03, 2020

Page 2 of 2

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: 9/1/2020

Vendor ID: 1087636

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
835884		05	60	11999	5404003	Postage	\$ 431.00

Grand Total Page 2

\$ 431.00

Grand Total \$ 2,619.69

Check the appropriate box below and sign.



AP VERIFIED
09/03/20 - MARIA ZERRUDO

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. This date:



We, the undersigned, hereby certify that the goods/services for which payment is herein requested have not been provided. The first approver indicated below will notify the Accounts Payable Office informing them that goods/services have not been delivered in a satisfactory condition/manner.

Payee Name: Carol Stream Postmaster

Other

Instructions:

Will request manual check pick up

Payee Address: 550 Fullerton Avenue
Carol Stream, IL 60188

Description on Check:

2020-21 Fall Brochure Postage (qty 9,762) 03 POSTAGE (split between many shows)

Approvals:

Prepared By: Ellen McGowan

Approved By: Ellen McGowan

Date:

Signature:

APPROVED

By Ellen McGowan at 2:23 pm, Sep 01, 2020

Signature:

APPROVED

By Ellen McGowan at 2:23 pm, Sep 01, 2020

Payment Due:

ASAP

Approved By:

Cynthia Sims

Date:

Board Approved Date:

Signature:

Cynthia SimsDigitally signed by Cynthia Sims
Date: 2020.09.03 10:26:19
-05'00'

Approved By Division VP:

Mark Curtis-Chavez

Date:

Signature: Mark Curtis-Chavez

Digitally signed by Mark Curtis-Chavez
Date: 2020.09.03 10:59:22 -05'00'Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu

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: 9/1/2020
Vendor ID: 1087636

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
835884		05	60	11601	5404003	Postage	\$ 156.00
		01	30	12301	5404003	Postage	\$ 204.00
		01	30	12331	5404003	Postage	\$ 163.50
		01	40	11001	5404003	Postage	\$ 1,509.19
		05	60	11701	5404003	Postage	\$ 156.00

Grand Total Page 1

\$ 2,188.69

--- \$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: Carol Stream Postmaster

Other
Instructions:

Will request manual check pick up

Payee Address: 550 Fullerton Avenue
Carol Stream, IL 60188

Description on Check:

2020-21 Fall Brochure Postage (qty 9,762) 03 POSTAGE (split between many shows)

Approvals:

Prepared By:

Ellen McGowan

Approved By:

Ellen McGowan

Date:

Signature:

APPROVED

By Ellen McGowan at 2:24 pm, Sep 01, 2020

Signature:

APPROVED

By Ellen McGowan at 2:24 pm, Sep 01, 2020

Payment Due:

ASAP

Approved By:

Cynthia Sims

Date:

Board Approved Date:

Signature:

Approved By Division VP:

Mark Curtis-Chavez

Date:

Signature:

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



INVOICE

Invoice #	Invoice Date
835884	08/31/2020
Sales Rep: Rick Smolke	
Customer#: 21957	
Page : 1 of 1	

Tax Exempt:E9997-3391-06

BILL TO:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

SHIP TO:

College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137

Attn:

Ref/PO#

Customer's Terms	Customer's Phone	Customer's Fax	Customer Contact	Purchase Order #	Customer Service Rep.
Net 30 Day	(630) 942-2263		Roland Raffel		Dan Ford

Quantity	Description	Sub-Total	Tax	Sub-Total
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9,762 Postage - Early Bird Renewal Brochure
Postage only \$2619.69

N

0.00

0.00

9,762 Postage -

2,619.69

2,619.69

2,619.69

MAKE CHECK PAYABLE TO: CAROL STREAM POSTMASTER

APPROVED

By Ellen McGowan at 5:39 pm, Aug 31, 2020

5404003 03 Postage many shows
05-60-11001 \$1509.19
01-30-12331 \$163.50
01-30-12301 \$204.00
05-60-11601 \$156.00
05-60-11701 \$156.00
05-60-11999 \$431.00

Ship Via	Sub-Total	Tax Rate %	Tax	Freight	Deposit	Amount Due
US Post Office	2,619.69	0.000		0.00	0.00	\$ 2,619.69

Thank You