

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: 010421

Invoice Date: 01/04/21

PO Number:

Check Number: 0275582

Check Amount: \$ 25,000.00

Check Date: 01/05/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0657631

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
01/05/21 - ISABEL BARRIOS

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: 1/4/2021
Vendor ID: 1087409

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700006	Pitney Bowes Prepaid	\$ 25,000.00
Grand Total							\$ 25,000.00

--- \$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 15250-2648

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

Description on Check:

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

Approvals:

Prepared By: Martha Johnson

Signature:

Payment Due:

Board Approved Date:

Approved By: Magdalena Ogrodny

Signature:

Approved By:

Signature:

Approved By Division VP:

Signature:

Magdalena Ogrodny

Ellen Roberts

Brian Caputo

Date:

1/4/2021

Date:

1.4.2021

Date:

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

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Tue Jan 05 08:26:34 CST 2021
To: invoicing@cod.edu
CC:
Subject: FW: Postal check Request Approval

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Tuesday, January 5, 2021 8:25 AM
To: Cruse, Bethany <cruseb199@cod.edu>; Barrios, Isabel <barriosi142@cod.edu>
Subject: Fw: Postal check Request Approval

Good Morning!

Can you please process and add both of these to the check request listing for Martha to pick up tomorrow?

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: Johnson, Martha
Sent: Tuesday, January 5, 2021 7:44 AM
To: Sekerka, Joyce
Subject: FW: Postal check Request Approval

Hi Joyce,

Happy new year!

Please see attached check request for processing. Please let me know when I can pick up the checks.

Thank you,
Martha

From: Ogrodny, Magdalena <ogrodnym@cod.edu>
Sent: Monday, January 4, 2021 4:15 PM
To: Johnson, Martha <johnsonm@cod.edu>
Subject: FW: Postal check Request Approval

From: Roberts, Ellen <roberts@cod.edu>
Sent: Monday, January 4, 2021 4:10 PM
To: Ogrodny, Magdalena <ogrodnym@cod.edu>
Subject: RE: Postal check Request Approval

Good afternoon, Maggie –

Attached please find the signed forms.

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: Ogrodny, Magdalena <ogrodnym@cod.edu>
Sent: Monday, January 4, 2021 2:58 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: Postal check Request Approval

Good afternoon Ellen,

Please see attached for your review and approval if appropriate.

Thank you,
Maggie

From: Johnson, Martha <johnsonm@cod.edu>
Sent: Monday, January 4, 2021 2:20 PM
To: Ogrodny, Magdalena <ogrodnym@cod.edu>
Subject: Postal check Request Approval

Maggie,

Please review, approve and forward to next approval level.

Thank you,

Martha

Martha Johnson
Print & Mail Services
425 Fawell blvd.
Glen Ellyn, IL 60137
(630) 942-2237
johnsonm@cod.edu

[attachment: PB Dec. Check request.pdf]

Johnson, Martha

From: Hall, Shameica
Sent: Monday, January 4, 2021 11:41 AM
To: Johnson, Martha
Cc: Ogrodny, Magdalena; Roberts, Ellen
Subject: RE: December- Postage Usage reports & Check request

Good morning Martha,

Happy New Year!

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: Monday, January 4, 2021 11:30 AM
To: Hall, Shameica <halls115@cod.edu>
Cc: Ogrodny, Magdalena <ogrodnym@cod.edu>; Roberts, Ellen <roberts@cod.edu>
Subject: December- Postage Usage reports & Check request

Good Morning, Shameica,

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

- Pitney Bowes: The Pitney Bowes ending balance is \$50,267.77. The established threshold is \$75,000.00, so we are requesting \$25,000.00 to bring us up to the established threshold for Pitney Bowes.
- USPS: Our USPS – EPS balance is \$44,686.28, and the Express ending balance is \$2,780.03. The established threshold is \$60,000.00, so we are requesting \$13,000.00 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

Change data view Export to... Print ? Help

From: 12/01/2020 To: 12/31/2020 Choose Accounts

Choose Transactions

COLLEGE OF DU PAGE

>Total Prepaid Balance \$50,267.77
>Purchase Power Total Amount Due \$0.00
>Transfer Balance

Date	Postage Accounts	Description	Reference	Meter/Permit	Postage on Meter	Reserve Account	Total Amount
12/31/2020	34582171	Free Postage Payment				\$10.92	\$10.92
12/21/2020	34582171	Refill		0353896	\$4.48	\$-5,000.00	\$-5,000.00
12/17/2020	34582171	Refill		1367173	\$5.20	\$-10,000.00	\$-10,000.00
12/15/2020	34582171	Refill		0353896	\$0.68	\$-5,000.00	\$-5,000.00
12/02/2020	34582171	Refill		0353896	\$38.17	\$-5,000.00	\$-5,000.00

Transactions 1 - 5 of 5

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

Checks Deposited		
Date	Description	Reference Number Amount
12/31/2020	Free Postage	10.92

\$10.92 Total Deposit

Refill		
Date	Description	Reference Number Amount
12/2/2020	Refill	353896 5,000.00
12/15/2020	Refill	353896 5,000.00
12/17/2020	Refill	1367173 10,000.00
12/21/2020	Refill	353896 5,000.00

25,000.00 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

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
August, Total	64,148.19	10,010.11	5,000.00	69,158.30

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
September, Total	69,158.30	6,011.45	5,000.00	70,169.75

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
October, Total	70,169.75	5,076.54	15,000.00	60,246.29

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
November, Total	60,246.29	15,010.56		75,256.85

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
December, Total	75,256.85	\$10.92	25,000.00	50,267.77

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
January, Total	50,267.77			50,267.77

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
February, Total	50,267.77			50,267.77

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
March, Total	50,267.77			50,267.77

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>
April, Total	50,267.77			50,267.77

	<u>Beginning Balance</u>	<u>Checks Deposited Staff Services Department</u>	<u>Usage Paid to Meter</u>	<u>Ending Balance</u>