

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1087137  
Vendor Name: POSTMASTER - GLEN ELLYN  
Invoice Number: 010421  
Invoice Date: 01/04/21  
PO Number:  
Check Number: 0275592  
Check Amount: \$ 13,000.00  
Check Date: 01/05/2021  
Department ID: 00000  
Reviewer Name:  
Voucher Number: V0657637  
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: 1/4/2021

Vendor ID: 1087137

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700005	USPS Prepaid	\$ 13,000.00

Grand Total

\$ 13,000.00

--- \$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

Manual Check Request

Instructions: Please call when ready for pick up, Martha Johnson, 2237.

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

## Description on Check:

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

## Approvals:

Prepared By:

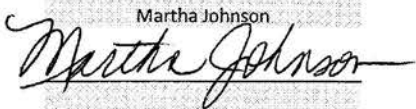
Martha Johnson

Approved By:

Magdalena Ogrodny

Date:

Signature:



Signature:



1/4/2021

Payment Due:

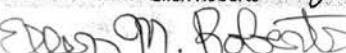
Approved By:

Ellen Roberts

Date:

Board Approved Date:

Signature:



1.4.2021

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)

-----  
From: Cruse, Bethany <cruseb199@cod.edu>  
Sent: Tue Jan 05 08:39:14 CST 2021  
To: invoicing@cod.edu  
CC:  
Subject: Fw: Postal check Request Approval  
-----

Thanks

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

---

**From:** Sekerka, Joyce  
**Sent:** Tuesday, January 5, 2021 8:25:11 AM  
**To:** Cruse, Bethany; Barrios, Isabel  
**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](mailto: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](mailto:ogrodnym@cod.edu)>  
**Sent:** Monday, January 4, 2021 4:15 PM  
**To:** Johnson, Martha <[johnsonm@cod.edu](mailto:johnsonm@cod.edu)>  
**Subject:** FW: Postal check Request Approval

---

**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Monday, January 4, 2021 4:10 PM  
**To:** Ogrodny, Magdalena <[ogrodnym@cod.edu](mailto: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](mailto:roberts@cod.edu)  
630-942-2218

---

**From:** Ogrodny, Magdalena <[ogrodnym@cod.edu](mailto:ogrodnym@cod.edu)>  
**Sent:** Monday, January 4, 2021 2:58 PM  
**To:** Roberts, Ellen <[roberts@cod.edu](mailto: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](mailto:johnsonm@cod.edu)>  
**Sent:** Monday, January 4, 2021 2:20 PM  
**To:** Ogrodny, Magdalena <[ogrodnym@cod.edu](mailto: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](mailto:johnsonm@cod.edu)

[attachment: USPS Dec. Check request.pdf]



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SBP Monthly Account and Sampling Summary

SBP Mailer ID Report

Print and Deliver Return Label Service

Home > Mailing Reports > View Transactions

### 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 obtain 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/OML	All	All	starts with 164
Customer Reference Number	Start Date	End Date	SEARCH
	12/01/2020	12/31/2020	

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	Patn Stmt #	Job ID	Job Description	Quot Ref #	CAPS Tran #	EPS Tran #	Beginning Balance	Amount	Ending Balance	Placets	Verifications	User Details
1000000258 P1 164	3455186	GLEN ELLYN, IL	12/16/2020	3602-N	408654207	AQLE8EL	12-15-2020 Not Reg PC bnf	EA NOT REG	N/A	33974167	\$0.00	1,624.54	\$-1,624.54	10859		TMC
1000000258 P1 164	3455186	GLEN ELLYN, IL	12/16/2020	3602-N	408456798	AQLC7SU Some College bnf	12-14-2020 EA	EA SOWE COLLEGE	N/A	33973840	\$0.00	-2,783.00	-\$2,783.00	19861		TMC
1000000258 P1 164	3455186	GLEN ELLYN, IL	12/09/2020	3602-N	404438410	ACK8BM	CONNECT bnf	LETS CONNECT	N/A	31453738	\$0.00	-4,287.81	-\$6,287.81	43804		TMC

\$ 10,675.35

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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 DUPLICATION	Transaction Type All	Account Type All	Permit / Pub Number Starts with 174
Customer Reference Number	Start Date 12/01/2020	End Date 12/31/2020	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	Peto Stmt #	Job ID	Job Description	Customer Ref #	CAPS Tran #	EPS Tran #	Beginning Balance	Amount	Ending Balance	Placed	Verifications	User Details
1000008258 P1 174	3455186	GLEN ELLYN, IL	FOX VALLEY, IL	12/11/2020	3600-R	405941143	AQKQADY	288228-COD Main	288228	N/A	32820092	\$0.00	-1,395.35	\$-1,395.35	3389		
1000008258 P1 174	3455186	GLEN ELLYN, IL	FOX VALLEY, IL	12/10/2020	3600-R	406199792	AQKRXSO	288229-COD Main	288229	N/A	32895481	\$0.00	-1,402.51	\$-1,402.51	3594		

288228 86

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SBP Customer (SBP)

SBP Monthly Account and Sampling Summary

SBP Mailer ID Report

Print and Deliver Return Label Service

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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/OML	All	BR - Business Reply	starts with
Customer Reference Number	Start Date	End Date	SEARCH
	12/01/2020	12/31/2020	

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	Permit / Pub CRID	Tran #	Job ID	Description	Cust Ref	# CAPS	Tran #	Beginning Balance	Amount	Ending Balance	Placed	Verifications	User Details
1000000258 BR 399001	3455186	GLEN ELLYN, IL	12/28/2020	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$44,717.56	-31.28	\$44,686.28	49		TMC
1000000258 BR 399001	3455186	GLEN ELLYN, IL	12/29/2020	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$44,743.49	-25.93	\$44,717.56	41		TMC
1000000258 BR 399001	3455186	GLEN ELLYN, IL	12/11/2020	BRM Invoice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$49,137.46	-8.43	\$49,131.03	10		TMC

\$ 63,647

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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		12/01/20		11/01/20		11/30/20	
BEGINNING BALANCE	DEPOSITS	REFUNDS	POSTAGE	ADJUSTMENTS	WITHDRAWALS	TRANSFERRED TO PM	ENDING BALANCE		
2,780.03	0.00	0.00	0.00	0.00	0.00	0.00	2,780.03		
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			

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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.

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000 013 332

## Johnson, Martha

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**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](mailto:halls115@cod.edu)

---

**From:** Johnson, Martha <[johnsonm@cod.edu](mailto:johnsonm@cod.edu)>  
**Sent:** Monday, January 4, 2021 11:30 AM  
**To:** Hall, Shameica <[halls115@cod.edu](mailto:halls115@cod.edu)>  
**Cc:** Ogrodny, Magdalena <[ogrodnym@cod.edu](mailto:ogrodnym@cod.edu)>; Roberts, Ellen <[roberts@cod.edu](mailto: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





https://epay.usps.com:paymod/reports/transaction/history/startDate=12%2F01%2F2020&endDate=12%2F31%2F2020

Transaction History Re...

12/01/202012/31/2020

Showing 11 to 18 of 18 entries

Search:

CSVExcelPDF

Transaction ID	Date (ET)	Due Date	Amount	Transaction Type	Description	Detail
32920092	12/11/2020 05:34:18 PM	12/11/2020	\$(1,396.35)	PURCHASE	First Class Postage Statement	288228
32878779	12/11/2020 01:54:52 PM	12/11/2020	\$5,000.00	DEPOSIT	RETAIL	
32695491	12/10/2020 05:26:37 PM	12/10/2020	\$(1,492.51)	PURCHASE	First Class Postage Statement	288229
32620184	12/10/2020 01:55:45 PM	12/10/2020	\$0.00	PURCHASE	First Class Postage Statement	
32451860	12/09/2020 04:47:55 PM	12/09/2020	\$0.00	PURCHASE	First Class Postage Statement	
32335915	12/08/2020 06:00:53 PM	12/08/2020	\$0.00	PURCHASE	First Class Postage Statement	
31453738	12/03/2020 06:16:56 PM	12/03/2020	\$(6,287.81)	PURCHASE	Periodicals/USPS Marketing Mail Postage Statement	LETS CON
31198680	12/02/2020 07:00:06 PM	12/02/2020	\$0.00	PURCHASE	First Class Postage Statement	

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

Checks Deposited		
Group	Date	Amount
EPS	12/11/2020	5,000.00

5,000.00 Total See Page 1 pdf

Usage		
164	12/3/2020	6,287.81
	12/16/2020	2,763.00
	12/16/2020	1,624.54

174

	<hr/>	10,675.35	Total	See Page 1 pdf
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12/10/2020	1,492.51
12/11/2020	1,396.35

BRE

	<hr/>	2,888.86	Total	See Page 3 pdf
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12/11/2020	6.43
12/23/2020	25.93
12/28/2020	31.28

<hr/>	63.64	Total	See BRM PDF
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**Express**

<hr/>	0.00	-	Total	See Express pdf
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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	10,000.00			14,692.60	
Express	2,828.53					
	49,938.33	10,000.00	-	-	14,692.60	-
Total					14,692.60	42,417.20
						2,828.53
						45,245.73





