

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087137

Vendor Name: POSTMASTER - GLEN ELLYN

Invoice Number: 6/1/21

Invoice Date: 06/01/21

PO Number:

Check Number: 0281394

Check Amount: \$ 20,000.00

Check Date: 06/03/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0684279

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: 6/1/2021  
Vendor ID: 1087137

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700005	USPS Prepaid	\$ 20,000.00

**AP VERIFIED**

Grand Total

\$ 20,000.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---  
**06/03/21 - BETHANY CRUSE**

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

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

Other  
Instructions:Manual Check Request  
Please call when ready for pick up, Maggie Ogradny 2773

## Description on Check:

MAY 2021, Postal usage reimbursement request. (Manual Check request)

## Approvals:

Prepared By: Maggie Ogradny

Signature:

*Maggie Ogradny*

Payment Due:

Board Approved Date:

Approved By: Magdalena Ogradny

Date:

Signature:

*Maggie Ogradny*

6/1/2021

Approved By:

Ellen Roberts

Date:

Signature:

*Ellen M. Roberts*

6.2.2021

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: Thu Jun 03 08:14:42 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: May Postage Usage Reports  
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**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Thursday, June 3, 2021 7:53 AM  
**To:** Barrios, Isabel <barriosi142@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>  
**Subject:** FW: May Postage Usage Reports

Good Morning,

Can you please process for payment next Wednesday? The contact to call to pickup the checks is in the e-mail below. Please add these to the check listing.

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)

---

**From:** Ogrodny, Magdalena <[ogrodnym@cod.edu](mailto:ogrodnym@cod.edu)>  
**Sent:** Wednesday, June 2, 2021 8:28 PM  
**To:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Cc:** Conti, Angelo <[contia312@cod.edu](mailto:contia312@cod.edu)>  
**Subject:** FW: May Postage Usage Reports

Hello Joyce,

I believe check request should go to you, correct? If so, could you please process them on the next check run. On the form I said to call me but please Call Angelo Conti at ext. 2238 when the checks are ready.

Thank you,  
Maggie

---

**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Wednesday, June 2, 2021 6:43 PM  
**To:** Ogrodny, Magdalena <[ogrodnym@cod.edu](mailto:ogrodnym@cod.edu)>  
**Cc:** Conti, Angelo <[contia312@cod.edu](mailto:contia312@cod.edu)>  
**Subject:** RE: May Postage Usage Reports

Good afternoon,

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

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**From:** Ogrodny, Magdalena <[ogrodnym@cod.edu](mailto:ogrodnym@cod.edu)>  
**Sent:** Tuesday, June 1, 2021 12:36 PM  
**To:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Cc:** Conti, Angelo <[contia312@cod.edu](mailto:contia312@cod.edu)>  
**Subject:** FW: May Postage Usage Reports

Good morning Ellen,

Please see attached for your review and signature if appropriate.

Thank you,  
Maggie

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**From:** Hall, Shameica <[halls115@cod.edu](mailto:halls115@cod.edu)>  
**Sent:** Tuesday, June 1, 2021 12:01 PM  
**To:** Ogrodny, Magdalena <[ogrodnym@cod.edu](mailto:ogrodnym@cod.edu)>  
**Cc:** Conti, Angelo <[contia312@cod.edu](mailto:contia312@cod.edu)>; Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Subject:** RE: May Postage Usage Reports

Good afternoon Maggie,

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)

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**From:** Ogrodny, Magdalena <[ogrodnym@cod.edu](mailto:ogrodnym@cod.edu)>  
**Sent:** Tuesday, June 1, 2021 11:49 AM  
**To:** Hall, Shameica <[halls115@cod.edu](mailto:halls115@cod.edu)>  
**Cc:** Conti, Angelo <[contia312@cod.edu](mailto:contia312@cod.edu)>; Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Subject:** May Postage Usage Reports

Good Morning, Shameica,

Attached please find the postage reconciliation documents for May, 2021 (express statement from April). Please note the following:

- Pitney Bowes: The Pitney Bowes ending balance is \$65,322.08. The established threshold is \$75,000.00, so we are

requesting \$10,000.00 to bring us up to the established threshold for Pitney Bowes.

- USPS: Our USPS – EPS balance is \$40,502.32, and the Express ending balance is \$2,490.78. The established threshold is \$60,000.00, so we are requesting \$20,000.00 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,*

***Maggie***

Magdalena Ogrodny  
Manager, Campus Services  
College of DuPage  
425 Fawell Boulevard/IRC 1008  
Glen Ellyn, IL 60137  
(630)942-2773

[attachment: CHECK REQUEST FORM USPS MAY 2021.pdf]



**From:** [Hall, Shameica](#)  
**To:** [Ogrodny, Magdalena](#)  
**Cc:** [Conti, Angelo](#); [Roberts, Ellen](#)  
**Subject:** RE: May Postage Usage Reports  
**Date:** Tuesday, June 1, 2021 12:01:06 PM

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Good afternoon Maggie,

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:** Ogrodny, Magdalena <[ogrodnym@cod.edu](mailto:ogrodnym@cod.edu)>  
**Sent:** Tuesday, June 1, 2021 11:49 AM  
**To:** Hall, Shameica <[halls115@cod.edu](mailto:halls115@cod.edu)>  
**Cc:** Conti, Angelo <[contia312@cod.edu](mailto:contia312@cod.edu)>; Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Subject:** May Postage Usage Reports

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*Thank you,*

***Maggie***

Magdalena Ogrodny  
Manager, Campus Services  
College of DuPage  
425 Fawell Boulevard/IRC 1008

Glen Ellyn, IL 60137  
(630)942-2773



Magdalena Ogradny

EPS Accounts:

Active 1 Pending 0

EPS # 1000008258  
Business Location # 3455186

Manage Account

View Transactions

### Account Overview

Pending ACH Debit Transactions  
**\$0.00**  
Debits processed at 5:00 PM daily EDT

Current Trust Balance  
**\$40,502.32**  
Real-time account activity

### Spending History for Account #1000008258

05/01/2021

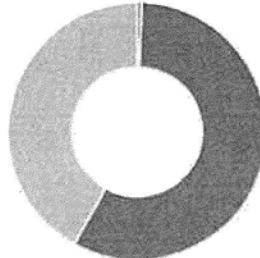
05/31/2021

### Quick Links

Manage Permits  
Create a New EPS Account

### Customer Care

FAQ - Ask a Question or Make a Call  
Call us: 1-800-522-9085  
For TDD/TTY Relay: 1-800-877-8339  
Send an email to: [feedback@usps.com](mailto:feedback@usps.com)



### Products & Services

First Class Mail	\$0.00
Return Services	\$69.82
USPS Marketing Mail	\$7,760.11
Other Products	\$5,660.00

+ 2,490.78 express

### Legal

Privacy Policy  
Terms of Use  
FOIA  
No FEAR Act / EEO Cases

### On usps.com

Development Network  
Key Management & Setup  
Postage Meter Setup  
Customer Service  
APIs & Tools

### On about.usps.com

Product Information  
Locations  
Post Office Hours  
Forms & Publications  
Contact Us

### Other USPS sites

Business Customer Gateway  
Metric Explorer  
Inspector General  
Public Exchange

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

Checks Deposited		
Group	Date	Amount
EPS		-
		<hr/>
		-
		Total
See Page 1 pdf		
Annual Permitt Fees		
BRE		-
<hr/>		
Usage		
164	5/6/2021	224.06
	5/6/2021	311.34
	5/11/2021	3,117.26
	5/13/2021	1,607.52
	5/14/2021	1,113.70
	5/21/2021	1,037.75
	5/24/2021	195.03
	5/25/2021	153.45
		<hr/>
		7,760.11
		Total
See Page 1 pdf		
174		-
		<hr/>
		-
		Total
See Page 2 pdf		
BRE	5/4/2021	60.13
	5/10/2021	9.69

		Checks Deposited				Usage				
		<u>Department Request performed by</u>								
		<u>Beginning Balance</u>	<u>Staff Services Department</u>	<u>Staff Services</u>	<u>Per Outside Staff Services</u>	<u>Total Deposits</u>	<u>Staff Services Usage</u>	<u>Outside Staff Services Usage</u>	<u>Total Usage</u>	<u>Ending Balance</u>
April, 2021										
EPS		51,866.29	35,000.00			35,000.00	32,874.04		32,874.04	53,992.25
									-	
Express		2,633.03					27.75		27.75	2,605.28
	Total	54,499.32	35,000.00	-	-	35,000.00	32,901.79	-	32,901.79	56,597.53

		Checks Deposited				Usage			
		Department Request performed by							
		Staff Services	Outside Staff			Staff Services	Outside Staff		
		Department	Services	Staff Services	Total Deposits	Usage	Services Usage	Total Usage	Ending Balance
		Beginning Balance							
May, 2021									
EPS		53,992.25	-		-	13,489.93		13,489.93	40,502.32
								-	
Express		2,605.28	-		-	114.50		114.50	2,490.78
Total		56,597.53	-	-	-	13,604.43	-	13,604.43	42,993.10

#164

## Transaction List

Transaction #	1165789436M1	Begin / End Balance	\$ 0.00 / \$ -153.45	Mailer Mailing Date	05/25/2021
Permit / Pub	PI 164	Amount	✓ \$ -153.45	Certification Date	05/25/2021
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	311240273
Transaction Date	05/25/2021	Pieces	925	Job ID	AQTO35W
Transaction Type	3602-N	User	MDJ	Containers	3
Customer Reference ID	RDOSCHOLARSHIP	Open Date	05/25/2021	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	69435647
Account #	1000008258	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	1165559873M1	Begin / End Balance	\$ 0.00 / \$ -195.03	Mailer Mailing Date	05/24/2021
Permit / Pub	PI 164	Amount	✓ \$ -195.03	Certification Date	05/24/2021
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	310855171
Transaction Date	05/24/2021	Pieces	1199	Job ID	AQTGUFC
Transaction Type	3602-N	User	MDJ	Containers	5
Customer Reference ID	NOBODY	Open Date	05/21/2021	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	69170296
Account #	1000008258	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	1165156138M1	Begin / End Balance	\$ 0.00 / \$ -1,037.75	Mailer Mailing Date	05/21/2021
Permit / Pub	PI 164	Amount	✓ \$ -1,037.75	Certification Date	05/21/2021
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	310833387
Transaction Date	05/21/2021	Pieces	7490	Job ID	AQTGLQR
Transaction Type	3602-N	User	TMC	Containers	24
Customer Reference ID	GETAJUMP	Open Date	05/21/2021	Stage	FIN
CRID	3455186	Post Office of Mailing	GLEN ELLYN, IL	EPS Transaction #	68586174
Account #	1000008258	Mailing Agent	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

Transaction #	1163891643M1	Begin / End Balance	\$ 0.00 / \$ -1,113.70	Mailer Mailing Date	05/14/2021
Permit / Pub	PI 164	Amount	✓ \$ -1,113.70	Certification Date	05/14/2021
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	310010382
Transaction Date	05/14/2021	Pieces	8189	Job ID	N/A

<b>Transaction Type</b>	3602-N	<b>User</b>	MDJ	<b>Containers</b>	34
<b>Customer Reference ID</b>	N/A	<b>Open Date</b>	05/14/2021	<b>Stage</b>	FIN
<b>CRID</b>	3455186	<b>Post Office of Mailing</b>	GLEN ELLYN, IL	<b>EPS Transaction #</b>	66946332
<b>Account #</b>	1000008258	<b>Mailing Agent</b>	COLLEGE OF DUPAGE/DML MARTHA JOHNSON 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137 (630)942-2237		

<b>Transaction #</b>	1163652732M1	<b>Begin / End Balance</b>	\$ 0.00 / \$ -1,607.52	<b>Mailer Mailing Date</b>	05/13/2021
<b>Permit / Pub</b>	PI 164	<b>Amount</b>	✓ \$ -1,607.52	<b>Certification Date</b>	05/13/2021
<b>Post Office of Permit</b>	GLEN ELLYN, IL	<b>CAPS Transaction #</b>	N/A	<b>Mailing Group ID</b>	309869879
<b>Transaction Date</b>	05/13/2021	<b>Pieces</b>	11820	<b>Job ID</b>	N/A
<b>Transaction Type</b>	3602-N	<b>User</b>	MDJ	<b>Containers</b>	31
<b>Customer Reference ID</b>	N/A	<b>Open Date</b>	05/13/2021	<b>Stage</b>	FIN
<b>CRID</b>	3455186	<b>Post Office of Mailing</b>	GLEN ELLYN, IL	<b>EPS Transaction #</b>	66642181
<b>Account #</b>	1000008258	<b>Mailing Agent</b>	COLLEGE OF DUPAGE/DML MARTHA JOHNSON 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137 (630)942-2237		

<b>Transaction #</b>	1163240534M1	<b>Begin / End Balance</b>	\$ 0.00 / \$ -3,117.26	<b>Mailer Mailing Date</b>	05/11/2021
<b>Permit / Pub</b>	PI 164	<b>Amount</b>	✓ \$ -3,117.26	<b>Certification Date</b>	05/11/2021
<b>Post Office of Permit</b>	GLEN ELLYN, IL	<b>CAPS Transaction #</b>	N/A	<b>Mailing Group ID</b>	309625157
<b>Transaction Date</b>	05/11/2021	<b>Pieces</b>	22921	<b>Job ID</b>	N/A
<b>Transaction Type</b>	3602-N	<b>User</b>	TMC	<b>Containers</b>	76
<b>Customer Reference ID</b>	N/A	<b>Open Date</b>	05/11/2021	<b>Stage</b>	FIN
<b>CRID</b>	3455186	<b>Post Office of Mailing</b>	GLEN ELLYN, IL	<b>EPS Transaction #</b>	66120981
<b>Account #</b>	1000008258	<b>Mailing Agent</b>	COLLEGE OF DUPAGE/DML MARTHA JOHNSON 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137 (630)942-2237		

<b>Transaction #</b>	1162317086M1	<b>Begin / End Balance</b>	\$ 0.00 / \$ -311.34	<b>Mailer Mailing Date</b>	05/06/2021
<b>Permit / Pub</b>	PI 164	<b>Amount</b>	✓ \$ -311.34	<b>Certification Date</b>	05/06/2021
<b>Post Office of Permit</b>	GLEN ELLYN, IL	<b>CAPS Transaction #</b>	N/A	<b>Mailing Group ID</b>	309034365
<b>Transaction Date</b>	05/06/2021	<b>Pieces</b>	2019	<b>Job ID</b>	AQSOXGX
<b>Transaction Type</b>	3602-N	<b>User</b>	MDJ	<b>Containers</b>	6
<b>Customer Reference ID</b>	CEJRSR	<b>Open Date</b>	05/06/2021	<b>Stage</b>	FIN
<b>CRID</b>	3455186	<b>Post Office of Mailing</b>	GLEN ELLYN, IL	<b>EPS Transaction #</b>	64882734
<b>Account #</b>	1000008258	<b>Mailing Agent</b>	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

<b>Transaction #</b>	1162316428M1	<b>Begin / End Balance</b>	\$ 0.00 / \$ -224.06	<b>Mailer Mailing Date</b>	05/06/2021
<b>Permit / Pub</b>	PI 164	<b>Amount</b>	✓ \$ -224.06	<b>Certification Date</b>	05/06/2021
<b>Post Office of Permit</b>	GLEN ELLYN, IL	<b>CAPS Transaction #</b>	N/A	<b>Mailing Group ID</b>	309029449
<b>Transaction Date</b>	05/06/2021	<b>Pieces</b>	1376	<b>Job ID</b>	AQSOUXH
<b>Transaction Type</b>	3602-N	<b>User</b>	MDJ	<b>Containers</b>	3
<b>Customer Reference ID</b>	CECOMPUTER	<b>Open Date</b>	05/06/2021	<b>Stage</b>	FIN
<b>CRID</b>	3455186	<b>Post Office of Mailing</b>	GLEN ELLYN, IL	<b>EPS Transaction #</b>	64882678
<b>Account #</b>	1000008258	<b>Mailing Agent</b>	COLLEGE OF DUPAGE/DML 425 FAWELL BLVD , GLEN ELLYNIL 60137-60137		

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## Transaction List

Transaction #	47149548F	Begin / End Balance	\$ 0.00 / \$ 0.00	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ -2,460.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	05/29/2021	Pieces		Job ID	N/A
Transaction Type	Fee Payment	User	TMC	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing		EPS Transaction #	70457835
Account #	1000008258	Mailing Agent			

Transaction #	47149549F	Begin / End Balance	\$ 0.00 / \$ 0.00	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ -2,460.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	05/29/2021	Pieces		Job ID	N/A
Transaction Type	Fee Payment	User	TMC	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing		EPS Transaction #	70457836
Account #	1000008258	Mailing Agent			

Transaction #	47148986RF	Begin / End Balance	\$ 0.00 / \$ 2,460.00	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ 2,460.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	05/28/2021	Pieces		Job ID	N/A
Transaction Type	Fee Payment reversal	User	TMC	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing		EPS Transaction #	70253662
Account #	1000008258	Mailing Agent			

Transaction #	47148983RF	Begin / End Balance	\$ 0.00 / \$ 2,460.00	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ 2,460.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	05/28/2021	Pieces		Job ID	N/A



Transaction Type	Fee Payment reversal	User	TMC	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing		EPS Transaction #	70253592
Account #	1000008258	Mailing Agent			

Transaction #	47148980RF	Begin / End Balance	\$ 0.00 / \$ 2,460.00	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ 2,460.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	05/28/2021	Pieces		Job ID	N/A
Transaction Type	Fee Payment reversal	User	TMC	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing		EPS Transaction #	70253415
Account #	1000008258	Mailing Agent			

Transaction #	47148976RF	Begin / End Balance	\$ 0.00 / \$ 2,460.00	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ 2,460.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	05/28/2021	Pieces		Job ID	N/A
Transaction Type	Fee Payment reversal	User	TMC	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing		EPS Transaction #	70253301
Account #	1000008258	Mailing Agent			

Transaction #	47148956F	Begin / End Balance	\$ 0.00 / \$ 0.00	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ -2,460.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	05/28/2021	Pieces		Job ID	N/A
Transaction Type	Fee Payment	User	MDJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing		EPS Transaction #	70251342
Account #	1000008258	Mailing Agent			

Transaction #	47148953F	Begin / End Balance	\$ 0.00 / \$ 0.00	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ -2,460.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	05/28/2021	Pieces		Job ID	N/A
Transaction Type	Fee Payment	User	MDJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing		EPS Transaction #	70251336
Account #	1000008258	Mailing Agent			

Transaction #	47148954F	Begin / End Balance	\$ 0.00 / \$ 0.00	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ -2,460.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	05/28/2021	Pieces		Job ID	N/A
Transaction Type	Fee Payment	User	MDJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing		EPS Transaction #	70251337
Account #	1000008258	Mailing Agent			

Transaction #	47148955F	Begin / End Balance	\$ 0.00 / \$ 0.00	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ -2,460.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	05/28/2021	Pieces		Job ID	N/A
Transaction Type	Fee Payment	User	MDJ	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing		EPS Transaction #	70251341
Account #	1000008258	Mailing Agent			

Transaction #	47138942F	Begin / End Balance	\$ 0.00 / \$ 0.00	Mailer Mailing Date	
Permit / Pub	BR 399001	Amount	\$ -740.00	Certification Date	
Post Office of Permit	GLEN ELLYN, IL	CAPS Transaction #	N/A	Mailing Group ID	
Transaction Date	05/21/2021	Pieces		Job ID	N/A
Transaction Type	Fee Payment	User	TMC	Containers	
Customer Reference ID	N/A	Open Date		Stage	
CRID	3455186	Post Office of Mailing		EPS Transaction #	68558985

<b>Account #</b>	1000008258	<b>Mailing Agent</b>	
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<b>Transaction #</b>	1163000453BM	<b>Begin / End Balance</b>	\$ 53,396.72 / \$ 53,387.03	<b>Mailer Mailing Date</b>	
<b>Permit / Pub</b>	BR 399001	<b>Amount</b>	\$ -9.69	<b>Certification Date</b>	
<b>Post Office of Permit</b>	GLEN ELLYN, IL	<b>CAPS Transaction #</b>	N/A	<b>Mailing Group ID</b>	
<b>Transaction Date</b>	05/10/2021	<b>Pieces</b>	15	<b>Job ID</b>	N/A
<b>Transaction Type</b>	BRM Invoice	<b>User</b>	TMC	<b>Containers</b>	
<b>Customer Reference ID</b>	N/A	<b>Open Date</b>		<b>Stage</b>	
<b>CRID</b>	3455186	<b>Post Office of Mailing</b>		<b>EPS Transaction #</b>	65893947
<b>Account #</b>	1000008258	<b>Mailing Agent</b>			

<b>Transaction #</b>	1161790540BM	<b>Begin / End Balance</b>	\$ 53,992.25 / \$ 53,932.12	<b>Mailer Mailing Date</b>	
<b>Permit / Pub</b>	BR 399001	<b>Amount</b>	\$ -60.13	<b>Certification Date</b>	
<b>Post Office of Permit</b>	GLEN ELLYN, IL	<b>CAPS Transaction #</b>	N/A	<b>Mailing Group ID</b>	
<b>Transaction Date</b>	05/04/2021	<b>Pieces</b>	94	<b>Job ID</b>	N/A
<b>Transaction Type</b>	BRM Invoice	<b>User</b>	TMC	<b>Containers</b>	
<b>Customer Reference ID</b>	N/A	<b>Open Date</b>		<b>Stage</b>	
<b>CRID</b>	3455186	<b>Post Office of Mailing</b>		<b>EPS Transaction #</b>	64556760
<b>Account #</b>	1000008258	<b>Mailing Agent</b>			

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 OFFIC  
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		05/01/21		04/01/21		04/30/21	
BEGINNING BALANCE	DEPOSITS	REFUNDS	POSTAGE	ADJUSTMENTS	WITHDRAWALS	TRANSFERRED TO PM	ENDING BALANCE		
2,605.28	0.00	0.00	114.50	0.00	0.00	0.00	2,490.78		
NO. OF TRANSACTIONS	0	0	5	0	0	DEPOSIT REQUIRED BASED ON PREVIOUS MAILING ACTIVITY			
See reverse side for important information. For statement inquiries,							\$	0.00	

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.



PRIORITY MAIL EXPRESS

UNITED STATES POSTAL SERVICE

PAGE: 1

USPS CORPORATE ACCOUNT  
MAILING STATEMENT

ACCOUNT NO: 601562

PERIOD: 04/01/21 - 04/30/21

DATE	CHARGE BACK	LABEL NUMBER	ORIG ZIP	DEST ZIP	ADJ # REF #	POSTAGE	FEES		DEPOSITS	WITH-DRAWALS	CDA-LEG
							PICKUP	DELIVERY			
BEGINNING BALANCE:						2,605.28					
04/01/21		EE232640629US	60137	60126		23.50					
04/29/21		E6032843983US	60137	62794		22.75					
04/30/21		EE232640632US	60137	60504		22.75					
04/30/21		EE232640646US	60137	60517		22.75					
04/30/21		EE232640782US	60137	60101		22.75					
SUB-TOTAL:						114.50					
(A) TOTAL CHARGES :						114.50	0.00	0.00			
(B) TOTAL ADJUSTMENTS (0):						0.00	0.00	0.00			
(C) TOTAL REFUNDS (*):						0.00	0.00	0.00			
TOTAL (A + B - C):						114.50	0.00	0.00			
ENDING BALANCE:						2,490.78					
Congratulations! You saved \$18.45 on Priority Mail Express domestic postage using your USPS Corporate Account during the period covered by this activity report.											