

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1087409

Vendor Name: Reserve Account

Invoice Number: 070121

Invoice Date: 07/01/21

PO Number:

Check Number: 0282635

Check Amount: \$ 5,000.00

Check Date: 07/06/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0689877

Redaction Type: None

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

Document Below

AP VERIFIED

07/06/21 - 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: 7/1/2021
Vendor ID: 1087409

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700006	Pitney Bowes Prepaid	\$ 5,000.00
Grand Total							\$ 5,000.00

--- \$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, Angelo Conti, 2238.

Description on Check:

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

Approvals:

Prepared By: Angelo Conti
Signature: *Angelo Conti*
Payment Due:
Board Approved Date:

Approved By: Magdalena Ogrodny Date: 07/01/2021
Signature: *Magda Ogrodny*
Approved By: Ellen Roberts Date: 7.1.2021
Signature: *Ellen M. Roberts*
Approved By Division VP: Brian Caputo Date:
Signature:

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

From: Barrios, Isabel <barriosi142@cod.edu>
Sent: Tue Jul 06 09:20:28 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: PB Check request June 2021

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Thursday, July 1, 2021 4:45 PM
To: Barrios, Isabel <barriosi142@cod.edu>
Subject: Fw: PB Check request June 2021

Hi Isabel,

Can you please process this check request for Angelo to pick up next week?

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: Conti, Angelo
Sent: Thursday, July 1, 2021 4:10 PM
To: Sekerka, Joyce
Subject: FW: PB Check request June 2021

Hi Joyce,

The attached signed document is for processing. Just let me know next week when the check is ready.

Enjoy your Holiday weekend,

Angelo Conti
Supervisor, Warehouse Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Contia312@cod.edu
630-942-2238

From: Ogrodny, Magdalena <ogrodnym@cod.edu>

Sent: Thursday, July 1, 2021 3:56 PM

To: Conti, Angelo <contia312@cod.edu>

Subject: PB Check request June 2021

Maggie

Magdalena (Maggie) Ogrodny

Manager Campus Services

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL. 60137

IRC 1008

630-942-2773

[attachment: PB June 2021 Check request.pdf]

Conti, Angelo

From: Hall, Shameica
Sent: Thursday, July 1, 2021 11:57 AM
To: Conti, Angelo
Subject: RE: June Postage Usage reports

Hi Angelo,

Thanks for the info. 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: Conti, Angelo <contia312@cod.edu>
Sent: Thursday, July 1, 2021 11:44 AM
To: Hall, Shameica <halls115@cod.edu>
Cc: Ogrodny, Magdalena <ogrodnym@cod.edu>
Subject: FW: June Postage Usage reports

Good Morning, Shameica,

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

- Pitney Bowes: The Pitney Bowes ending balance is \$70,333.64. The established threshold is \$75,000.00, so we are requesting \$5,000.00 to bring us up to the established threshold for Pitney Bowes.
- USPS: Our USPS – EPS balance is \$56,863.32 and the Express ending balance is \$2,468.03. The established threshold is \$60,000.00, so we are not requesting any funds at this time.

Please respond to this e-mail with your approval; once received, we will initiate the check request paper work.

Thank you,

Angelo Conti
Supervisor, Warehouse Services
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
Contia312@cod.edu
630-942-2238

Postage Funding Transaction History

Jun 01, 2021 to Jun 30, 2021
All Accounts Selected(3)

- ☒ Postage Activity
☒ Payments
☒ Other Activity

☒ Meter Postage
☒ Permit Postage
☒ Mail Service Provider

Angelo Conti

Date	Postage Account	Description	Reference	Meter/Permit	Postage on Meter	Reserve Account	Total Amount	Transaction Status
06/30/2021	34582171	Free Postage Payment				\$11.56	\$11.56	
06/15/2021	34582171	Refill		0353896	\$0.280	\$-5,000.00	\$-5,000.00	
06/14/2021	34582171	Remittance Check	002813 93			\$10,000.00	\$10,000.00	

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
April, Total	65,300.20	10,011.01	5,000.00	70,311.21

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
May, Total	70,311.21	5,010.87	10,000.00	65,322.08

	<u>Beginning</u> <u>Balance</u>	<u>Checks Deposited</u> <u>Staff Services</u> <u>Department</u>	<u>Usage</u> <u>Paid to</u> <u>Meter</u>	<u>Ending Balance</u>
June, Total	65,322.08	10,011.56	5,000.00	70,333.64