

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1087137
Vendor Name: POSTMASTER - GLEN ELLYN
Invoice Number: JULY 2021
Invoice Date: 08/03/21
PO Number:
Check Number: 0283663
Check Amount: \$ 32,000.00
Check Date: 08/04/2021
Department ID: 00000
Reviewer Name:
Voucher Number: V0693407
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: 8/3/2021
Vendor ID: 1087137

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
		01	00	00000	1700005	USPS Prepaid	\$ 32,000.00
Grand Total							\$ 32,000.00

--- \$1,000 and Greater: Approval of Division Vice President Required ---

AP VERIFIED

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. 60137-6599

Other Instructions: Manual Check Request
Please call when ready for pick up, Angelo Conti, 2238.

Description on Check:

July, 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:

Signature: *Magda Ogrodny*

08/03/2021

Approved By: Ellen Roberts

Date:

Signature: *Ellen M. Roberts*

8.4.2021

Approved By Division VP: Brian Caputo

Date:

Signature:

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

From: Cruse, Bethany <cruseb199@cod.edu>
Sent: Wed Aug 04 10:28:37 CDT 2021
To: invoicing@cod.edu
CC:
Subject: FW: FW: Check request

From: Sekerka, Joyce <sekerkaj@cod.edu>
Sent: Wednesday, August 4, 2021 10:25 AM
To: Barrios, Isabel <barriosi142@cod.edu>; Cruse, Bethany <cruseb199@cod.edu>
Subject: FW: FW: Check request

Hi Ladies,

Can you please process the attached requests for Reserve Account and Postmaster refill? Please add to the check pick-up and let Angelo know when they are ready.

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

From: Conti, Angelo <contia312@cod.edu>
Sent: Wednesday, August 4, 2021 10:13 AM
To: Sekerka, Joyce <sekerkaj@cod.edu>
Subject: FW: FW: Check request

Ok let's try this again,

Thank you,

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: Wednesday, August 4, 2021 7:48 AM
To: Conti, Angelo <contia312@cod.edu>
Subject: Fwd: FW: Check request

Angelo,

Here you got....

Maggie

----- Forwarded message -----

From: "Roberts, Ellen" <roberts@cod.edu>

Date: Aug 4, 2021 7:25 AM

Subject: FW: Check request

To: "Ogrodny, Magdalena" <ogrodnym@cod.edu>

Cc:

Good morning, Maggie –

Attached please find the signed forms.

Thank you,

Ellen

Ellen M. Roberts

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: Tuesday, August 3, 2021 3:36 PM

To: Roberts, Ellen <roberts@cod.edu>

Subject: FW: Check request

Good afternoon Ellen,

Please see the attached check requests for PB and USPS for your review and approval if appropriate.

Thank you,

Maggie

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

Sent: Tuesday, August 3, 2021 2:37 PM

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

Subject: Check request

Maggie,

Please see attached for your approval if appropriate.

Thank you,

Angelo Conti

Supervisor, Warehouse Services

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

Contia312@cod.edu

630-942-2238

[attachment: USPS CHECK REQUEST July FY22.pdf]