

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1441671

Vendor Name: United States Postal Service-S

Invoice Number: 081721

Invoice Date: 08/17/21

PO Number:

Check Number: 0283977

Check Amount: \$ 9,728.98

Check Date: 08/19/2021

Department ID: 12151

Reviewer Name:

Voucher Number: V0694317

Redaction Type: None

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

Document Below

# St. Charles Postmaster

## 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: 8/17/2021  
Vendor ID: 1441671

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
AAQ10365		05	60	11601	5404003	Postage	\$ 2,990.51
		05	60	11701	5404003	Postage	\$ 680.88
		01	30	12301	5404003	Postage	\$ 680.88
		01	40	11001	5404003	Postage	\$ 5,067.31
		01	30	12151	5404003	Postage	\$ 309.40

Grand Total \$ 9,728.98

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

Total pg 2 \$618.80

Grand Total \$10,347.78

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.

AP VERIFIED

08/19/21 - ISABEL BARRIOS

Payee Name: St Charles Postmaster

Payee Address: 2600 Oak Street  
St. Charles, IL 60175

Other  
Instructions:

APPROVED

By Ellen M. Roberts at 6:07 pm, Aug 18, 2021

Will request manual check pick up

Ellen McGowan to pickup  
check on 8/25/21.

Description on Check:

MAC Season Brochure Postage (qty 36,308) 03 POSTAGE (split between many shows)

### Approvals:

Prepared By: Ellen McGowan

Signature:

Payment Due:

Board Approved Date:

APPROVED

By Ellen McGowan at 3:37 pm, Aug 17, 2021

ASAP

Approved By: Ellen McGowan

Date:

Signature:

Approved By:

Signature:

Approved By Division VP:

Signature:

APPROVED

By Ellen McGowan at 3:37 pm, Aug 17, 2021

Diana Martinez

Date:

Diana Martinez

Mark Curtis-Chavez

Date:

Digitally signed by Mark Curtis-Chavez

Date: 2021.08.18 10:37:56 -05'00'

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

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From: Barrios, Isabel <barriosi142@cod.edu>  
Sent: Thu Aug 19 08:16:24 CDT 2021  
To: invoicing@cod.edu  
CC:  
Subject: FW: Manual Check St Charles Postmaster  
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**From:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Sent:** Thursday, August 19, 2021 8:15 AM  
**To:** Barrios, Isabel <barriosi142@cod.edu>  
**Subject:** FW: Manual Check St Charles Postmaster

Hi Isabel,

Can you please process this Postmaster check request? Ellen R. approved it. Please add to the list of checks to pick up next Wednesday by Ellen.

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:** Humphrey, Vera <humphreyv@cod.edu>  
**Sent:** Wednesday, August 18, 2021 6:12 PM  
**To:** Sekerka, Joyce <sekerkaj@cod.edu>  
**Cc:** McGowan, Ellen <mcgowan@cod.edu>  
**Subject:** FW: Manual Check St Charles Postmaster

Hi Joyce,

Ellen Roberts has approved. Please see below for Ellen McGowan's instructions.

Thank you.

**Vera Humphrey**  
**Administrative Assistant to the**  
**Vice President of Administrative Affairs**

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)

x

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**From:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Sent:** Wednesday, August 18, 2021 6:08 PM  
**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Subject:** RE: Manual Check St Charles Postmaster

Vera,

Attached please find the approved form.

Thank you,

Ellen

Ellen M. Roberts  
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:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Sent:** Wednesday, August 18, 2021 5:51 PM  
**To:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Subject:** FW: Manual Check St Charles Postmaster

Hi Ellen,

For your approval.

Thank you.

**Vera Humphrey**  
**Administrative Assistant to the**  
**Vice President of Administrative Affairs**

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137  
630-942-4285 (ph) | 630-942-2297 (fax)

x

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**From:** McGowan, Ellen <[mcgowan@cod.edu](mailto:mcgowan@cod.edu)>  
**Sent:** Wednesday, August 18, 2021 5:19 PM  
**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Cc:** Sekerka, Joyce <[sekerkaj@cod.edu](mailto:sekerkaj@cod.edu)>  
**Subject:** Manual Check St Charles Postmaster

Hi Vera,



Please ask Ellen R to approve the manual check print for our MAC Season Brochure mailing. Thank you.

Joyce,

We can pick this one up next Wednesday, 8/25, when you do a weekly run. We could not wait until Sept 17 as the brochure will be mailed the week of Labor Day. Thank you.

Ellen McGowan  
Business Manager  
McAninch Arts Center  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137  
P. 630-942-3009  
F. 630-942-3002  
[mcgowan@cod.edu](mailto:mcgowan@cod.edu)

[attachment: St Charles Postmaster 10347.78 08-16-21 MAC Brochure Fall21.pdf]

**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: 8/17/2021  
Vendor ID: 1441671

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
AAAQ10365		05	60	11101	5404003	Postage	\$ 309.40
		05	60	11998	5404003	Postage	\$ 309.40
Grand Total							\$ 618.80

**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: St. Charles Postmaster  
Payee Address: 2600 Oak Street  
St. Charles, IL 60175

Other Instructions: Will request manual check pick up

**Description on Check:**

MAC Season Brochure Postage (qty 36,308 ) 03 POSTAGE (split between many shows)

**Approvals:**

Prepared By: Ellen McGowan  
Signature: **APPROVED**  
By Ellen McGowan at 9:10 am, Aug 18, 2021  
Payment Due: ASAP  
Board Approved Date:

Approved By: Ellen McGowan Date:  
Signature: **APPROVED**  
By Ellen McGowan at 9:10 am, Aug 18, 2021  
Approved By: Diana Martinez Date:  
Signature: *Diana Martinez*  
Approved By Division VP: Mark Curtis-Chavez Date:  
Signature:

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



3855 Commerce Dr  
St Charles, IL 60174  
630-513-1385

## POSTAGE INVOICE

DATE	INVOICE #
08/16/21	AAAQ10365

**SubmittedTo:**

Ellen McGowan  
Arts Center  
College of DuPage  
425 Fawell Blvd  
Glen Ellyn, IL 60137-6599

**Phone:** (630)942-2263

**APPROVED**

*By Ellen McGowan at 9:08 am, Aug 18, 2021*

Payment Due	Project Name	Quantity	Job #	Drop Date
09/01/2021	Season Brochure	36,308		09/01/2021

Part #	Qty	Description	Ext. Price
P2-3CNP	36,308	Postage - Standard Mail, Flat	\$10,347.78

Postage Due **\$10,347.78**

**MAKE CHECK PAYABLE TO: St Charles Postmaster  
(Permit 56)**