

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1441671 **Vendor Name:** United States Postal Service-St Charles, Il

Check Details:

Check Number: 0353625 **Check Amount:** \$ 30,344.91 **Check Date:** 6/23/2026

Invoice Details:

Invoice Number: AAAQ11196 **Invoice Date:** 6/16/2026 **PO Number:** NULL **Voucher Number:** V0942380

Document Type: AP Invoice

Document Below

Check Request Form

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 Administrative Procedure 2.21, Vendor Payment.

Date: 06/16/26 Vendor ID: 1441671 Vendor Name: UNITED STATES POSTAL SERVICE-ST CHARLES, IL

Payee Address: 2600 Oak St St Charles, IL, 60175, United States Payment Due Date: 06/25/26

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
AAAQ11196	01-40-11001-5404003	Dir of Perf Arts: Postage	5,165.00
	05-60-11101-5404003	Buffalo Theatre: Postage	1,520.00
	05-60-11601-5404003	MAC Touring: Postage	16,674.91
	05-60-11701-5404003	New Philharmonic: Postage	1,520.00
	01-30-12151-5404003	Artist in Residence: Postage	1,520.00
Subtotal page 1 Total \$			26,399.91

Check the appropriate box below:

**PAGE 1 of 2 - see
page 2 for TOTAL**

- ☐ 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.

Description on Check:

26/27 MAC Season Brochure Postage

Other Instructions:

Check payable to St Charles Postmaster.
Note for MAC: 03 Postage, SEA27

Please hold check for pickup.

All requests will require the following approvals:

Requester: signature on page 2 Print Name: see page 2

Budget Officer: signature on page 2 Print Name: see page 2

Requests \$10,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$10,000 and over): signature on page 2 Print Name: see page 2

Area Cabinet Officer (only required if request is \$25,000 and over): signature on page 2 Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): 05/14/26, Item 9.u

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form

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Date: 06/16/26 Vendor ID: 1441671 Vendor Name: UNITED STATES POSTAL SERVICE-ST CHARLES, IL
 Payee Address: 2600 Oak St St Charles, IL, 60175, United States Payment Due Date: 06/25/26

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
AAAQ11196	subtotal from page 1		\$26,399.91
	01-30-12301-5404003	CCMA: Postage	\$910.00
	01-30-12331-5404003	Perf Arts: Postage	\$3,035.00
Total			\$ 30,344.91

Check the appropriate box below:

- ☒ 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.

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26/27 MAC Season Brochure Postage

Other Instructions:

Check payable to St Charles Postmaster.
 Note for MAC: 03 Postage, SEA27

Please hold check for pickup.

All requests will require the following approvals:

Requester: Molly Junokas Digitally signed by Molly Junokas
 Date: 2026.06.16 13:11:32 -05'00' Print Name: Molly Junokas
 Budget Officer: Molly Junokas Digitally signed by Molly Junokas
 Date: 2026.06.16 13:11:46 -05'00' Print Name: Molly Junokas

Requests \$10,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$10,000 and over): Diana Martinez Digitally signed by Diana Martinez
 Date: 2026.06.16 13:55:49 -05'00' Print Name: Diana Martinez

Area Cabinet Officer (only required if request is \$25,000 and over): Diana Martinez Digitally signed by Diana Martinez
 Date: 2026.06.16 13:56:32 -05'00' Print Name: Diana Martinez

Board Approval Date (only required if request is \$25,000 and over): 05/14/26, Item 9.u

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu



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

POSTAGE INVOICE

DATE	INVOICE #
06/16/26	AAAQ11196

SubmittedTo:

Janey Sarther

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

Phone:

Payment Due	Project Name	Quantity	Job #	Drop Date
06/30/2026	Season Brochure	56,000		

Part #	Qty	Description	Ext. Price
P2-3CNP	56,000	Postage - Standard Mail, Flat	\$33,320.00
PP	1	Previous Postage Credit Applied	-\$2,975.09
Postage Due			\$30,344.91

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

MAIL CHECK TO:
DML Solutions
3855 Commerce Dr
St Charles IL 60174

MAY 14, 2026

BOARD APPROVAL

SUBJECT

Approval for postage services from St. Charles, Illinois, Post Office for a total spend not to exceed \$34,183.72 for FY26.

PROPOSED ACTION

That the Board of Trustees approve a total spend not to exceed \$34,183.72 for FY26. with the St. Charles, Illinois, Post Office.

RELATED COLLEGE POLICY

Per College Policies 2.20 and 2.21 and the Community College Act, 110 ILCS 805, a single contract exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

RATIONALE

The post office location is determined by the one closest to the printer to avoid extra delivery charges.

Printed pieces mailed directly to patron homes are the foundation of the MAC's sales and marketing plan. The MAC Box Office surveys each ticket buyer, asking how they heard about the show, and the number one response is, "Printed brochures mailed directly to their homes." These printed pieces are essential to the sales of MAC events throughout the entire performance season.

We survey our customers annually. We have response rate of 30% from patrons for these surveys. Here are the results of this year's ticket buyer survey response:

How did you hear about the show

#1. MAC Brochure 50%

#2. MAC Eblast 14%

#3. MAC Website 10%

#4. Word Of Mouth 6%

#5. Social Media 6%

BUDGETARY CONSIDERATION

FY26 General Ledger Breakout:

FY26 – USPS St Charles		
01-40-11001-5404003	Director of Performing Arts: Postage	\$ 5,820.00
05-60-11101-5404003	Buffalo Theatre: Postage	\$ 1,710.00
05-60-11601-5404003	MAC Touring: Postage	\$ 18,788.72
05-60-11701-5404003	New Philharmonic: Postage	\$ 1,710.00
01-30-12151-5404003	Artist In Residence: Postage	\$ 1,710.00
01-30-12301-5404003	CCMA: Postage	\$ 1,025.00
01-30-12331-5404003	Performing Arts: Postage	\$ 3,420.00
TOTAL		\$ 34,183.72

RESOURCE PERSONNEL

Diana Martinez, Director McAninch Arts Center

Ext 3007, Cell 630-776-8921, martinezd59@cod.edu

PROCUREMENT METHOD

Sole Source

PROJECT DIVISION

Performing Arts

PURPOSE

The purpose of this postage expense is to ensure timely and direct delivery of the McAninch Arts Center's season brochure to current subscribers and targeted patrons, supporting renewal, retention, and advance ticket sales. Mailing the brochure remains a highly effective and measurable marketing tool, reaching engaged audiences with comprehensive programming information, strengthening subscriber relationships, and driving early revenue that is critical to the financial success of the season.

SELECTED VENDOR

St. Charles Post Office, 2600 Oak St, Saint Charles, IL 60175.

PRIOR VENDOR

St. Charles Post Office, 2600 Oak St, Saint Charles, IL 60175.

PRIOR YEAR'S SPEND

On last year's season brochure (FY25), we spent: \$40,772.25

VENDOR LOCATION INFORMATION

St. Charles Post Office, 2600 Oak St, Saint Charles, IL 60175.

PRIOR COD EXPERIENCE

2025, 2024 season brochure mailing

VALUE ADDED

The St Charles Post Office is close to the printer who won the bid, and it is far cheaper for delivery costs to the post office.

PROJECTED VALUE

Pre-sales for the season are imperative for our success. Mailing the season brochure provides significant value as a proven, high-impact marketing and revenue-generating tool. It delivers a curated, tangible experience that showcases the full breadth of programming, allowing patrons to engage more deeply than digital formats alone.

BUSINESS ENTERPRISE PROGRAM GOAL

Per the State of Illinois Commission on Equity and Inclusion (CEI), the College has a 30% Business Enterprise Program (BEP) aspirational goal of awarding contracts to firms owned by minorities, women and persons with disabilities. In order to encourage the participation of BEP firms, Bid and Request for Proposal notices are distributed to the College of DuPage Center for Entrepreneurship, nine (9) in-district Chambers of Commerce and thirteen (13) Business Enterprise Program organizations.

Signed and approved this 14th day of May 2026

Christine M. Feune

CHAIR

A. K. O.

SECRETARY

"Junokas, Molly" <junokasm@cod.edu>

MAC Check Request - USPS St Charles Inv AAAQ11196

"Junokas, Molly" <junokasm@cod.edu>

Tue, Jun 16, 2026 at 07:24 PM UTC

CC:

BCC:

Good afternoon,

Please process for 06/25 pickup.

Thank you,

Molly Junokas

Business Manager

McAninch Arts Center, College of DuPage

junokasm@cod.edu | 630-942-2938

she/her

COD Summer Hours: Closed Fridays June 5-Aug 7

1 attachment

St Charles Postmaster Check Req Inv AAAQ11196 30344.91 26-27 Season Brochure mjdm.pdf

"Barrios, Isabel" <barriosi142@cod.edu>

usps - st charles.pdf

"Barrios, Isabel" <barriosi142@cod.edu>

Mon, Jun 22, 2026 at 05:03 PM UTC

CC:

BCC:

1 attachment

usps - st charles.pdf