

Mail Services

Special Services Billing

January, 2018

The following information is provided for your information. The following amounts are being posted to the accounts listed for postage charges during the period listed above.

Postage Acct.	Department	Discipline							Mailbox Keys	Business Reply Env.	Folder/Stuffer	Total
											<u># Env.</u> <u>Cost</u>	
105	Admissions	Records	555100	11	421100	62100	10	0000000	0.00	0.00	3,535 123.73	247.45
											Account Total:	247.45

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DO NOT PAY!**

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										<u># Env.</u>	<u>Cost</u>	
185	Financial Aid		555100	12	475100	64600	10	1112000	0.00	0.00	3,225	112.88
185	Financial Aid		555100	12	475100	64600	10	1112000	0.00	0.00	570	19.95
185	Financial Aid		555100	12	475100	64600	10	1112000	0.00	0.00	262	9.17
185	Financial Aid		555100	12	475100	64600	10	1112000	0.00	0.00	259	9.07
185	Financial Aid		555100	12	475100	64600	10	1112000	0.00	0.00	20	0.70
Account Total:											151.76	

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						<u># Env.</u> <u>Cost</u>	
202	Human Resources		555100 11 611100 66600 10 0000000	0.00	0.00	714 24.99	24.99
						Account Total:	24.99

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										<u># Env.</u> <u>Cost</u>	
122	Payroll		555100	11	551100	67200	10	0000000	0.00	0.00	2,875 100.63 100.63
122	Payroll		555100	11	551100	67200	10	0000000	0.00	0.00	1,499 52.47 52.47
122	Payroll		555100	11	551100	67200	10	0000000	0.00	0.00	476 16.66 16.66
122	Payroll		555100	11	551100	67200	10	0000000	0.00	0.00	176 6.16 6.16
										Account Total:	175.91

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						<u># Env.</u> <u>Cost</u>	
187	Purchasing		555100 11 551100 67200 10 0000000	0.00	0.00	130 4.55	4.55
						Account Total:	4.55

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