

**DISBURSEMENT VOUCHER**



DEP. 340 Treasury

NO. \_\_\_\_\_

PRESORT INC  
5051 SOUTHWEST AVE. ST. LOUIS, MO 63110

DESCRIPTION:  
Mass Mailing Service

Per Attached Invoice

DATE: May 15, 2019

FOR USE BY COMPTROLLER'S OFFICE

Voucher No. \_\_\_\_\_

Auditor \_\_\_\_\_

Voucher Date

530

MAY 22 2019

VENDOR NUMBER  
3147717678

INVOICE NUMBER	I/T	L1	L2	INV. DATE	CHK/POS	DP	GROSS AMOUNT	MANUAL CHECK NO.	FY 19	ACCOUNT	CENTER
266909		RE	MA	4-29-19	4	1	D	4,700.29		5659000	3400001

INVOICE NUMBER	I/T	L1	L2	INV. DATE	CHK/POS	DP	GROSS AMOUNT	MANUAL CHECK NO.	FY 19	ACCOUNT	CENTER
		RE	MA		4	1	D				

INVOICE NUMBER	I/T	L1	L2	INV. DATE	CHK/POS	DP	GROSS AMOUNT	MANUAL CHECK NO.	FY 19	ACCOUNT	CENTER
		RE	MA		4	1	D				

INVOICE NUMBER	I/T	L1	L2	INV. DATE	CHK/POS	DP	GROSS AMOUNT	MANUAL CHECK NO.	FY 19	ACCOUNT	CENTER
		RE	MA		4	1	D				

INVOICE NUMBER	I/T	L1	L2	INV. DATE	CHK/POS	DP	GROSS AMOUNT	MANUAL CHECK NO.	FY 19	ACCOUNT	CENTER
		RE	MA		4	1	D				

INVOICE NUMBER	I/T	L1	L2	INV. DATE	CHK/POS	DP	GROSS AMOUNT	MANUAL CHECK NO.	FY 19	ACCOUNT	CENTER
		RE	MA		4	1	D				

I CERTIFY that the attached invoices and amounts, which necessary, and that I have at no previous time certified to same, or any part thereof.

Prepared By: Josie Atkinson  
Phone No.: 622-3517

TOTAL \$ 4,700.29

are correct; that the expenditure was authorized and was

AUTHORIZED SIGNATURE



PRESORT, INC.  
 5051 Southwest Ave.  
 St. Louis, Missouri 63110-3427  
 (314) 771-SORT FAX 771-6554

03/02/19 Approved - [Signature]

Invoice # 266909

Date: 04/29/2019

thinking **OUTSIDE** the **Mailbox**

**TERMS:**

Due upon Receipt Past Due  
 Balances over 30 days are  
 subject to 1.0% service charge



**Attn:**

City of St Louis Treasurer's Office  
 133 South 11th Street, Suite 530  
 Saint Louis MO 63102

**Job Name:** End of Year Statements -  
 Redesigned

PLEASE RETURN THIS STUB WITH PAYMENT

CustCode: Cit045

PO#: FY19-568

Qty	Description	Unit Price	Ext Price
<b>Data</b>			
1	Prepare Data -	75.00000	\$75.00
142	Generate Labels - Provided by Pre-Sort, One (1) up roll, 1.0" X 3.5"	0.05000	\$7.10
<b>SubTotal:</b>			<b>\$82.10</b>
<b>Print Services</b>			
11526	Color Laser Printing - 11" x 17", Duplex Print, No Bleed, Variable Print, Sign-off Required from Customer, Digital Sign-Off	0.24750	\$2,852.69
<b>SubTotal:</b>			<b>\$2,852.69</b>
<b>Bindery</b>			
11526	Folding - slit and collate - 11" x 17", Letter Fold	0.02728	\$314.45
<b>SubTotal:</b>			<b>\$314.45</b>
<b>Mail</b>			
11526	Inserting - collated pages - #10 Env (4 1/8" x 9 1/2"), (1) One Insert	0.05640	\$650.07
1	Courier Fee -	75.00000	\$75.00
<b>SubTotal:</b>			<b>\$725.07</b>
<b>Warehouse FF</b>			
71	Carton Pack/Box and label for delivery -	1.72500	\$122.48
<b>SubTotal:</b>			<b>\$122.48</b>
<b>Presort</b>			
71	Setup - sort into 71 schools -	8.50000	\$603.50
<b>SubTotal:</b>			<b>\$603.50</b>

**Postage**

**Comments:**

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133 South 11th Street, Suite 530  
Saint Louis MO 63102

**Job Name:** End of Year Statements -  
Redesigned

**CustCode:** Cit045

**PO#:** FY19-568

Qty	Description	Unit Price	Ext Price
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Service Total:	\$4,700.29
Tax:	\$0.00
<del>Credit:</del>	<del>\$0.00</del>
Total Services Due:	\$4,700.29

**ENTERED**

MAR 15 2019

BY: 