

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084317  
Vendor Name: Dept of Veterans Affairs  
Invoice Number: 347882218  
Invoice Date: 05/17/21  
PO Number:  
Check Number: 0281624  
Check Amount: \$ 1,028.00  
Check Date: 06/08/2021  
Department ID: 08703  
Reviewer Name:  
Voucher Number: V0679917  
Redaction Type: Other  
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

-----  
From: Resnick, Michelle <resnickm@cod.edu>  
Sent: Wed May 19 08:19:14 CDT 2021  
To: invoicing@cod.edu  
CC: powellj199@cod.edu,sekerkaj@cod.edu,cruseb199@cod.edu,barriosi142@cod.edu,zerrudom@cod.edu  
Subject: Check Request for VA - 1 of 2  
-----

Good Morning, AP Team:

Attached please find a check request for the VA. The VA will not accept the check without a remittance slip attached to it. When the check is printed, would it be possible to place the check in the overhead compartment at Jon's desk?

Please let me know if you have any questions.

Thank you.

**Michelle Resnick**  
Manager of Accounts Receivable  
College of DuPage

---

**From:** Humphrey, Vera <humphreyv@cod.edu>  
**Sent:** Wednesday, May 19, 2021 8:03 AM  
**To:** Resnick, Michelle <resnickm@cod.edu>  
**Cc:** Powell, Jonathan <powellj199@cod.edu>  
**Subject:** FW: Chapter 33 Debt Letter Check Requests - 2 Students 2021SP

Hi Michelle,

Ellen has signed.

Thank you.

**Vera Humphrey**  
Administrative Assistant to the  
Interim 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

---

**From:** Roberts, Ellen <roberts@cod.edu>  
**Sent:** Wednesday, May 19, 2021 7:09 AM  
**To:** Humphrey, Vera <humphreyv@cod.edu>  
**Subject:** RE: Chapter 33 Debt Letter Check Requests - 2 Students 2021SP

Good morning, Vera –

Attached please find the signed forms.

Thank you,

Ellen

Ellen M. Roberts  
Interim Vice President, Administrative Affairs  
**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137  
[roberts@cod.edu](mailto:roberts@cod.edu)  
630-942-2218

---

**From:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Sent:** Monday, May 17, 2021 3:50 PM  
**To:** Roberts, Ellen <[roberts@cod.edu](mailto:roberts@cod.edu)>  
**Subject:** FW: Chapter 33 Debt Letter Check Requests - 2 Students 2021SP

Hi Ellen,

For your signature.

Thank you.

**Vera Humphrey**  
Administrative Assistant to the  
Interim 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

---

**From:** Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>  
**Sent:** Monday, May 17, 2021 3:02 PM  
**To:** Humphrey, Vera <[humphreyv@cod.edu](mailto:humphreyv@cod.edu)>  
**Cc:** Powell, Jonathan <[powellj199@cod.edu](mailto:powellj199@cod.edu)>  
**Subject:** FW: Chapter 33 Debt Letter Check Requests - 2 Students 2021SP

Good Afternoon, Vera:

When possible, can you please route these to Ellen for her review and signature?

Please let me know if you have any questions.

Thank you.

**Michelle Resnick**  
Manager of Accounts Receivable  
College of DuPage

**From:** Virgilio, David <virgilio@cod.edu>  
**Sent:** Monday, May 17, 2021 2:56 PM  
**To:** Resnick, Michelle <resnickm@cod.edu>  
**Cc:** Powell, Jonathan <powellj199@cod.edu>  
**Subject:** RE: Chapter 33 Debt Letter Check Requests - 2 Students 2021SP

Here they are!

**David P. Virgilio, C.P.A.**  
**Interim Controller / Assistant Financial Controller – Financial Affairs**  
**College of DuPage** – Glen Ellyn, IL  
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

---

**From:** Resnick, Michelle <resnickm@cod.edu>  
**Sent:** Monday, May 17, 2021 2:44 PM  
**To:** Virgilio, David <virgilio@cod.edu>  
**Cc:** Powell, Jonathan <powellj199@cod.edu>  
**Subject:** FW: Chapter 33 Debt Letter Check Requests - 2 Students 2021SP  
**Importance:** High

Dave,

Can you please sign the attached at your earliest convenience?

Thank you.

**Michelle Resnick**  
Manager of Accounts Receivable  
College of DuPage

---

**From:** Powell, Jonathan <powellj199@cod.edu>  
**Sent:** Monday, May 17, 2021 1:52 PM  
**To:** Resnick, Michelle <resnickm@cod.edu>  
**Subject:** Chapter 33 Debt Letter Check Requests - 2 Students 2021SP  
**Importance:** High

Good afternoon,

Attached 2 check requests for 2 Chapter 33 debt payments that I need your approval and signature for. Both are over \$1,000, I will need VP approval as well. Please review and sign so I pass can it along to Dave and Ellen for their approval and signatures.

Thanks!

**Jon Powell**  
Student Accounts Receivable Coordinator  
College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599  
Phone 630.942.3946 | Fax 630.942.2297

[attachment: Post 9-11 Debt Check Request - Dina 2021SP.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: 5/17/2021  
Vendor ID: 1084317

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
347882218		06	91	08703	4309001	Other Federal Govt Sources	\$ 1,028.00
Grand Total							\$ 1,028.00

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

Check the appropriate box below and sign

- ☒ We, the undersigned, hereby certify that the goods/services, for which payment is hereby 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 hereby 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**  
**05/19/21 - MARIA ZERRUDO**

Payee Name: Dept of Veterans Affairs


Other Instructions: Give to Jon Powell [Ext. 3946]


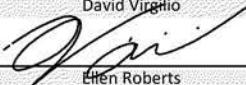
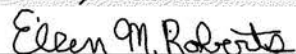
Payee Address: Debt Management Center Bishop Henry  
Whipple Federal BLD PO Box 11930  
ST Paul, MN 55111-0930

Description on Check:

JVDINA - VA Overpayment for                      - 2021SP Chpt 33

**Approvals:**

Prepared By: Jon Powell  
Signature:   
Payment Due: 5/17/2021  
Board Approved Date:                     

Reviewed By: Michelle Resnick Date: 05/17/2021  
Signature:   
Approved By: David Virgilio Date: 5/17/21  
Signature:   
Approved By Division VP: Ellen Roberts Date: 5.19.2021  
Signature: 

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



**DEPARTMENT OF VETERANS AFFAIRS**  
**Debt Management Center**  
Bishop Henry Whipple Federal Building  
P.O. Box 11930  
St. Paul, MN 55111-0930

MARCH 31, 2021

# 000004028

I=0000



381 SP 0.510



COLLEGE OF DUPAGE  
425 FAWEEL BLVD SRC 2015  
GLEN ELLYN, IL 60137

The Department of Veterans Affairs recently notified you that education benefits were adjusted due to non-entitlement. Since the funds for this enrollment were sent directly to the school, we ask that you return these funds.

1,028.00

**WHAT ARE YOUR RIGHTS?**

You have the right to contest either the existence or amount of the debt. Your request should be submitted in writing and should explain why you are contesting the debt. You have the right to inspect and copy VA records associated with the debt. You have an opportunity for a review within the Agency of the decision related to the establishment of the debt.

**WHAT WILL HAPPEN IF YOU IGNORE THIS NOTICE?**

If the debt remains unpaid, your account could be referred to the Department of the Treasury for offset under the Treasury Offset Program. If the debt is scheduled for referral to Treasury and we hear from you within 30 days of the referral notice, exercising one of the rights described above, we will suspend referral until the issue has been addressed.

**WHERE DO YOU CALL IF YOU HAVE QUESTIONS?**

If you have questions regarding payment of the debt, you should contact the VA Debt Management Center at 1-800-827-0648. Payment options are described on the back of this letter. Our office hours are 6:30 AM to 6:00 PM Central Time. Visit [www.va.gov/debtman](http://www.va.gov/debtman) for Saturday availability. Please note that we experience our highest call volumes on Mondays and throughout the first week of each month. By avoiding these peak times, you will minimize your wait time. Your call may be monitored to ensure quality information. You can also contact us via e-mail at [dmcedu.vbaspl@va.gov](mailto:dmcedu.vbaspl@va.gov). If you have questions regarding specific Veterans or payments, please submit a separate inquiry for each.



