

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084317  
Vendor Name: Dept of Veterans Affairs  
Invoice Number: 360820440  
Invoice Date: 6/9/2022  
PO Number:  
Check Number: 0299986  
Check Amount: \$ 552.00  
Check Date: 06/21/2022  
Voucher Number: V0740862  
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 10-65, Vendor Payment — Non-Purchase Order.

Date: 6/9/2022 Vendor ID: 1084317 Vendor Name: Dept. of Veterans Affairs

Payee Address: Deb. Management Center Bishop Henry Whipple Federal BLD PO Box 11530 St. Paul, MN 55111-0300 Payment Due Date: 6/9/2022

| Invoice Number | GL Account number(s)<br>e.g. 01-80-00757-5401001 | GL Account Name<br>e.g. Office Supplies | Amount           |
|----------------|--|---|------------------|
| 360820440      | 06-91-08703-4309001                              | Other Federal Govt Sources              | 552.00           |
|                |  |   |                  |
|                |  |   |                  |
|                |  |   |                  |
|                |  |   |                  |
| <b>Total</b>   |  |   | <b>\$ 552.00</b> |

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.

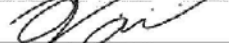
Description on Check:

Other Instructions:

Place in overhead compartment at Jon Powell's desk.

**All requests will require the following approvals:**

Requester:  Print Name: Jon Powell

Budget Officer:  Print Name: David Virgilio

Requests \$5,000 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 \$5,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Area Cabinet Officer (only required if request is \$10,000 and over): \_\_\_\_\_ Print Name: \_\_\_\_\_

Board Approval Date (only required if request is \$25,000 and over): \_\_\_\_\_

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



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

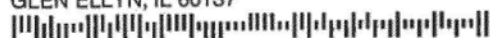
MAY 17, 2022

2008398\_1291\*\*\*\*\*SNGLP

T1 P0



COLLEGE OF DUPAGE  
425 FAWELL 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.

**WHAT ARE YOUR RIGHTS**

You have the right to dispute either the existence or amount of the debt. Your request should be submitted in writing and should explain why you are disputing 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 IF YOU IGNORE THIS LETTER**

If the debt remains unpaid, your account could be referred to the Department of the Treasury for offset under the Treasury Offset Program (TOP). 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.

**IF YOU HAVE QUESTIONS**

If you have questions regarding payment of the debt, you should contact the VA Debt Management Center at 1-833-720-2574. If calling from outside the U.S., please dial 1-612-843-6508. Payment options are described on the back of this letter. Our office hours are 6:30 AM to 6:00 PM Central Time. 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 email 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.

**FOR PROPER CREDIT TO YOUR ACCOUNT, PLEASE DETACH AND RETURN WITH YOUR PAYMENT**



Department of Veterans Affairs

2022137

**PAYMENT REMITTANCE**

360820440007518012021200527 360820440 0075 18012021200527 0055200 3

AMOUNT ENCLOSED

\$

YOUR TELEPHONE NO.  
(Include Area Code)

ENTER YOUR CURRENT ADDRESS BELOW ONLY IF THE ONE ABOVE IS INCORRECT.  
PLEASE INCLUDE YOUR ZIP CODE.

*your check or money order.*

## **WHAT ARE YOUR OPTIONS**

You have the option to pay the full debt in one payment

- To pay online at [www.pay.va.gov](http://www.pay.va.gov). Click "Pay online." You can choose between paying from your bank account or by credit card. You will find instructions on the web page. Please ensure you reference the correct payee number when making an online payment.
- To pay by phone, call us at 1-833-720-2574. If calling from outside the U.S., please dial 1-612-843-6508. You may choose to pay from your bank account or credit card.
- To pay by check or money order make it payable to "U.S. Department of Veterans Affairs." Please include the student's name and VA file number or Social Security number on your check or money order to ensure proper credit.

If you cannot pay the debt in full, we will work with you to establish a monthly payment schedule to clear the balance within a reasonable time frame. Please contact us via email at [dmcedu.vbaspl@va.gov](mailto:dmcedu.vbaspl@va.gov) with your request.

VA can consider a compromise offer, which is a lesser amount, as full settlement of the debt. To make an offer, you should send an email to [dmcedu.vbaspl@va.gov](mailto:dmcedu.vbaspl@va.gov) stating you are making a compromise offer and specify the amount you wish to pay. If accepted, you will be advised of the settlement terms which are required to be paid in a lump sum within 30 days of acceptance. Do not send payment until you receive a decision notice accepting the offer.

If you disagree with the debt, you should contact DMC via email at [dmcedu.vbaspl@va.gov](mailto:dmcedu.vbaspl@va.gov) and explain that you dispute the debt. Please use "Dispute-School Debt" as the email subject line. Your dispute must explain why you believe the debt is incorrect.

## **NOTICE TO CUSTOMERS MAKING PAYMENT BY CHECK**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the day after we process your payment, and you will not receive your check back from your financial institution. For inquiries, please call 1-833-720-2574. If calling from outside the U.S., please dial 1-612-843-6508.

Respectfully,

Debt Management Center  
U.S. Department of Veterans Affairs

Enclosures

## Powell, Jonathan

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**From:** Bruhnke, Kristen  
**Sent:** Wednesday, June 8, 2022 3:28 PM  
**To:** Powell, Jonathan  
**Subject:** RE: VA Debt & Paid in Full Letters

Hi Jon,

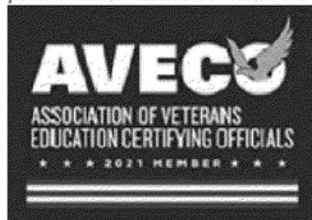
The debt letters for the following students are correct (see comments), please pay the debt letters:



Thanks!

**Kristen Bruhnke**  
**Veterans Services Program Coordinator**  
**College of DuPage**

425 Fawell Blvd. | SSC 2225J | Glen Ellyn, IL 60137-6599 | USA  
phone 630.942.3852 | fax 630.942.4991 | [bruhnkek@cod.edu](mailto:bruhnkek@cod.edu)



Please visit <https://www.cod.edu/coronavirus/> for up-to-date information and resources regarding the College's response to the global coronavirus (COVID-19) pandemic.

Need to speak to a Veterans Services team member? We offer in person and virtual appointments! Please [click here](#) to schedule.

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**From:** Powell, Jonathan <powellj199@cod.edu>  
**Sent:** Tuesday, June 7, 2022 2:34 PM  
**To:** Bruhnke, Kristen <bruhnkek@cod.edu>  
**Subject:** RE: VA Debt & Paid in Full Letters

Good afternoon Kristen,

Can you please confirm that that debts for the students listed below are correct?



Thanks!

**Jon Powell**  
Student Accounts Receivable Coordinator

College of DuPage  
425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599

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**From:** Still, Kimberly <stillk@cod.edu>  
**Sent:** Tuesday, June 7, 2022 11:15 AM  
**To:** Bruhnke, Kristen <bruhnkek@cod.edu>; Gross, Sheri <grosss384@cod.edu>; Powell, Jonathan <powellj199@cod.edu>; Resnick, Michelle <resnickm@cod.edu>  
**Subject:** VA Debt & Paid in Full Letters

Good Afternoon,

I hope you had a nice weekend. The attached VA Debt and Paid in Full letters were received today. Have a nice day!

Kim

**Kim Still**  
**Administrative Assistant**  
**Veterans Services**  
College of DuPage  
425 Fawell Boulevard | SSC 2225 | Glen Ellyn, IL | 60137-6599  
[stillk@cod.edu](mailto:stillk@cod.edu)



**Need to speak to a Veterans Services team member? We offer in person and virtual appointments! Please [click here](#) to schedule.**

"Powell, Jonathan" <powellj199@cod.edu>

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**Chapter 33 Debt Letter Check Requests - 6 Students 2022SP**

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"Powell, Jonathan" <powellj199@cod.edu>

Thu, Jun 9, 2022 at 01:45 PM GMT

CC: Sekerka, Joyce <sekerkaj@cod.edu>, Barrios, Isabel <barriosi142@cod.edu>, Zerrudo, Maria <zerrudom@cod.edu>

BCC:

Good morning,

Attached are 6 check requests for VA debt payments. The VA will not accept the checks without remittance slips attached to them. When the checks are printed, would it be possible to place them in the overhead compartment at my desk?

Please let me know if you have any questions.

Thank you.

**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

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**6 attachments**

