

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084317
Vendor Name: Dept of Veterans Affairs
Invoice Number: 325968632
Invoice Date: 7/28/2022
PO Number:
Check Number: 0301666
Check Amount: \$ 386.36
Check Date: 08/16/2022
Voucher Number: V0749198
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: 7/28/2022 Vendor ID: 1084317 Vendor Name: Dept. of Veterans Affairs

Payee Address: Debt Management Center Bishop Henry Whipple Federal BLD PO Box 11930 St. Paul, MN 55111-0930 Payment Due Date: 7/28/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
325968632	06-91-08703-4309001	Other Federal Govt Sources	386.36
Total			\$ 386.36

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 Paul Annarella's desk.

All requests will require the following approvals:

Requester: Paul Annarella Print Name: Paul Annarella

Budget Officer: David P. Virgilio Digitally signed by David P. Virgilio
Date: 2022.08.01 11:38:13 -05'00' Print Name: _____

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

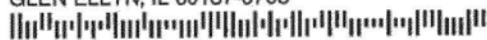


DEPARTMENT OF VETERANS AFFAIRS
Debt Management Center
Bishop Henry Whipple Federal Building
P.O. Box 11930
St. Paul, MN 55111-0930

JULY 19, 2022

2050938_643*****AUTO**MIXED AADC 200
COLLEGE OF DUPAGE
425 FAWELL BLVD SRC 2015
GLEN ELLYN, IL 60137-6708

T2 P1



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. 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

2022200

PAYMENT REMITTANCE

325968632007513102305091927 325968632 0075 13102305091927 0038636 9

AMOUNT ENCLOSED

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

YOUR TELEPHONE NO.
(Include Area Code)

your check or money order.

From: [Bruhnke, Kristen](#)
To: [Annarella, Paul](#)
Cc: [Gross, Sheri](#); [Resnick, Michelle](#)
Subject: RE: VA Debt Letters
Date: Thursday, July 28, 2022 3:38:24 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Hi Paul,

Please pay the following 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



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

From: Annarella, Paul <annarellap@cod.edu>

Sent: Thursday, July 28, 2022 10:58 AM

To: Still, Kimberly <stillk@cod.edu>; Bruhnke, Kristen <bruhnkek@cod.edu>; Gross, Sheri <grosss384@cod.edu>; Resnick, Michelle <resnickm@cod.edu>

Subject: RE: VA Debt Letters

Good morning,

Can you please confirm that the debt for the students listed below is correct?



Thanks!

Paul Annarella

Accounts Receivable Specialist
College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599
Phone 630.942.4472 | Fax 630.942.2297

From: Still, Kimberly <stillk@cod.edu>

Sent: Monday, July 25, 2022 1:57 PM

To: Bruhnke, Kristen <bruhnkek@cod.edu>; Gross, Sheri <grosss384@cod.edu>; Resnick, Michelle <resnickm@cod.edu>; Annarella, Paul <annarellap@cod.edu>

Subject: VA Debt Letters

Good Afternoon,

Attached are the current VA debt letters. 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



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

"Resnick, Michelle" <resnickm@cod.edu>

FW: Ch.33 Debt Check Requests

"Resnick, Michelle" <resnickm@cod.edu>

Mon, Aug 1, 2022 at 07:07 PM GMT

CC: Annarella, Paul <annarellap@cod.edu>

BCC:

Good Afternoon,

Attached please find 5 check requests. **Once the checks are cut, please give them to Paul.** Please do not mail the checks.

Please let me know if you have any questions.

Thank you.

Michelle Resnick

Manager of Accounts Receivable

College of DuPage

From: Virgilio, David <virgiliod@cod.edu>
Sent: Monday, August 1, 2022 11:41 AM
To: Resnick, Michelle <resnickm@cod.edu>
Cc: Annarella, Paul <annarellap@cod.edu>
Subject: RE: Ch.33 Debt Check Requests - Signature Needed

Five approved,

Thx!

David P. Virgilio, CPA

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, August 1, 2022 10:56 AM
To: Virgilio, David <virgiliod@cod.edu>
Cc: Annarella, Paul <annarellap@cod.edu>
Subject: FW: Ch.33 Debt Check Requests - Signature Needed

Dave,

Can you please sign the attached when you get a moment?

Please let me know if you have any questions.

Thank you.

Michelle Resnick

Manager of Accounts Receivable

College of DuPage

From: Annarella, Paul <annarellap@cod.edu>
Sent: Thursday, July 28, 2022 3:49 PM
To: Resnick, Michelle <resnickm@cod.edu>
Subject: Ch.33 Debt Check Requests - Signature Needed

Michelle,

Attached are five Ch.33 debt check requests. Can you please review and let me know if I can send for approval to Dave. I will mark on the VA payment sheet also once approved and sent to AP.

Thanks!

Paul Annarella

Accounts Receivable Specialist

College of DuPage

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

Phone 630.942.4472 | Fax 630.942.2297

5 attachments

