

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084317  
Vendor Name: Dept of Veterans Affairs  
Invoice Number: 318083811  
Invoice Date: 8/11/2022  
PO Number:  
Check Number: 0301669  
Check Amount: \$ 510.00  
Check Date: 08/16/2022  
Voucher Number: V0749768  
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: 8/11/2022 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: 8/11/2022

| Invoice Number | GL Account number(s)<br>e.g. 01-80-00757-5401001 | GL Account Name<br>e.g. Office Supplies | Amount    |
|----------------|--|---|-----------|
| 318083811      | 06-91-08703-4309001                              | Other Federal Govt Sources              | 510.00    |
|                |  |   |           |
|                |  |   |           |
|                |  |   |           |
|                |  |   |           |
| Total          |  |   | \$ 510.00 |

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: [Signature] 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

JULY 27, 2022

2056825\_730\*\*\*\*\*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](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

2022208

**PAYMENT REMITTANCE**

318083811007510121301250127 318083811 0075 10121301250127 0051000 8

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.*

000730-01 of 01

## Annarella, Paul

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**From:** Bruhnke, Kristen  
**Sent:** Thursday, August 11, 2022 3:02 PM  
**To:** Annarella, Paul  
**Subject:** RE: VA Debt Letters

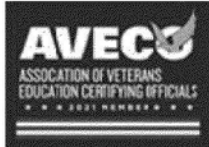
Hi Paul,

Yes, please pay the debt letters. See comments below.

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)



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:** Annarella, Paul <[annarellap@cod.edu](mailto:annarellap@cod.edu)>  
**Sent:** Thursday, August 11, 2022 9:09 AM  
**To:** Bruhnke, Kristen <[bruhnkek@cod.edu](mailto:bruhnkek@cod.edu)>  
**Cc:** Gross, Sheri <[grosss384@cod.edu](mailto:grosss384@cod.edu)>; Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>  
**Subject:** 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

"Annarella, Paul" <annarellap@cod.edu>

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**Ch.33 Debt Check Requests**

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"Annarella, Paul" <annarellap@cod.edu>

Thu, Aug 11, 2022 at 09:38 PM GMT

CC: Resnick, Michelle <resnickm@cod.edu>

BCC:

Good Afternoon,

Attached please find 7 check requests. **Once the checks are cut, please give them to Paul Annarella.**  
Please do not mail the checks.

Please let me know if you have any questions.

Thank you.

**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

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7 attachments

