

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084317  
Vendor Name: Dept of Veterans Affairs  
Invoice Number: 7014  
Invoice Date: 3/27/2023  
PO Number:  
Check Number: 0310998  
Check Amount: \$ 1,241.00  
Check Date: 04/11/2023  
Voucher Number: V0780169  
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: \_\_\_\_\_ Vendor ID: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Payee Address: \_\_\_\_\_ Payment Due Date: \_\_\_\_\_

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

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:

### All requests will require the following approvals:

Requester: \_\_\_\_\_ Print Name: \_\_\_\_\_

Budget Officer: \_\_\_\_\_ 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](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

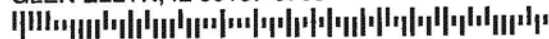
MARCH 10, 2023

2228608\_1521\*\*\*\*\*AUTO\*\*MIXED AADC 200  
COLLEGE OF DUPAGE  
425 FAWELL BLVD  
GLEN ELLYN, IL 60137-6708

T4 P1



File Number: \*\*\*\*\*7014  
Payee Number: 00  
Person Entitled: B MIGU  
Deduction Code: 75  
E-Mail Address: dmcedu.vbaspl@va.gov  
(Please provide the information above  
on any e-mail correspondence)



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.

Student Name: BRIAN MIGUEL

Facility: 14922413 Amt: \$ 1,241.00

Term Date(s): Contact Debt Management Center for term dates.

**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	2023069	<b>PAYMENT REMITTANCE</b>
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594857014007502271309072127 594857014 0075 02271309072127 0124100 4

* FILE NO.	▶	*****	AMOUNT ENCLOSED	ENTER YOUR CURRENT ADDRESS BELOW ONLY IF THE ONE ABOVE IS INCORRECT. PLEASE INCLUDE YOUR ZIP CODE.
PAYEE NO.	▶	00	\$	
PERSON ENTITLED	▶	B MIGU	YOUR TELEPHONE NO. (Include Area Code)	
DEDUCTION CODE	▶	75		
* Please include this number on your check or money order.				

## Annarella, Paul

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**From:** Bruhnke, Kristen  
**Sent:** Thursday, March 23, 2023 3:04 PM  
**To:** Annarella, Paul; Thompson, Jaime; Gross, Sheri; Resnick, Michelle  
**Subject:** RE: VA Debt Letters

Hi Paul,

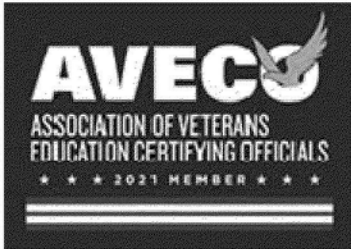
Yes, please pay the debt letters. See term dates below.

- Roman, Essiel - \$283.59 - 1/23/23 to 5/19/23
- Mallon, Jack - \$245.00 - 1/24/23 to 3/18/23
- Albera, Heather - \$570.00 - 1/25/23 to 5/19/23
- Fernandez, Stephanie - \$630.00 - 1/23/23 to 5/19/23
- Kruse, Josef - \$1020.00 - 1/23/23 to 5/19/23
- Walen, Mary - \$420.00 - 1/23/23 to 5/19/23
- Ursache, David - \$975.00 - 1/23/23 to 5/19/23
- OLeary, Darryl - \$1105.00 - 1/23/23 to 5/19/23
- Miguel, Brian - \$1241.00 - 1/28/23 to 5/19/23 (\$1,101.00), 1/25/23 to 3/18/23 (\$140.00)

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>  
**Sent:** Thursday, March 23, 2023 1:36 PM  
**To:** Thompson, Jaime <thompsonj1096@cod.edu>; Gross, Sheri <grosss384@cod.edu>; Bruhnke, Kristen <bruhnkek@cod.edu>; Resnick, Michelle <resnickm@cod.edu>  
**Subject:** RE: VA Debt Letters

Good afternoon,

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

- Roman, Essiel - \$283.59
- Mallon, Jack - \$245.00
- Albera, Heather - \$570.00
- Fernandez, Stephanie - \$630.00
- Kruse, Josef - \$1020.00
- Walen, Mary - \$420.00
- Ursache, David - \$975.00
- OLeary, Darryl - \$1105.00
- Miguel, Brian - \$1241.00

Thanks!

**Paul Annarella**

Accounts Receivable Coordinator  
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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**From:** Thompson, Jaime <[thompsonj1096@cod.edu](mailto:thompsonj1096@cod.edu)>

**Sent:** Tuesday, March 21, 2023 2:43 PM

**To:** Gross, Sheri <[grosss384@cod.edu](mailto:grosss384@cod.edu)>; Bruhnke, Kristen <[bruhnkek@cod.edu](mailto:bruhnkek@cod.edu)>; Annarella, Paul <[annarellap@cod.edu](mailto:annarellap@cod.edu)>; Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>

**Subject:** VA Debt Letters

Hello:

Attached please find the VA Debt Letters received today in Veterans Services. Thank you.

Sincerely,

*Jaime Thompson*

Jaime Thompson  
Veterans Services Assistant

Phone: (630) 942-3851  
Email: [thompsonj1096@cod.edu](mailto:thompsonj1096@cod.edu)

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

[Veterans@cod.edu](mailto:Veterans@cod.edu)

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

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**Ch.33 Debt Check Requests - 3.27.2023**

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

Mon, Mar 27, 2023 at 08:50 PM UTC

CC:

BCC:

Good afternoon,

Attached please find 9 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 Coordinator

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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**From:** Virgilio, David <virgiliod@cod.edu>  
**Sent:** Monday, March 27, 2023 3:48 PM  
**To:** Resnick, Michelle <resnickm@cod.edu>  
**Cc:** Annarella, Paul <annarellap@cod.edu>  
**Subject:** RE: Ch.33 Debt Check Requests - Signature Needed - 3.27.2023

9 approved, thx!

**David P. Virgilio, CPA**

**Controller – Financial Affairs**

**College of DuPage** – Glen Ellyn, IL

phone (630) 942-3028 – fax (630) 942-2297

Spring 2023: M/T: Remote | W/Th/F: On Campus

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

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**From:** Resnick, Michelle <resnickm@cod.edu>  
**Sent:** Monday, March 27, 2023 3:07 PM  
**To:** Virgilio, David <virgiliod@cod.edu>  
**Cc:** Annarella, Paul <annarellap@cod.edu>  
**Subject:** FW: Ch.33 Debt Check Requests - Signature Needed - 3.27.2023

Signature, please.

Please let me know if you have any questions.

Thank you.

**Michelle Resnick**

Manager of Accounts Receivable

College of DuPage

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

Phone 630.942.3052 | Fax 630.942.2297

*Remote: M/Tu/Th; Office: W/F*

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**From:** Annarella, Paul <[annarellap@cod.edu](mailto:annarellap@cod.edu)>  
**Sent:** Monday, March 27, 2023 2:52 PM  
**To:** Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>  
**Subject:** Ch.33 Debt Check Requests - Signature Needed - 3.27.2023

Good afternoon Michelle,

Attached are nine Ch.33 debt check requests. Can you please review and let me know if I can send for approval to Dave. I have marked these all on the payments received spreadsheet.



Thanks!

**Paul Annarella**

Accounts Receivable Coordinator

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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**9 attachments**

Ch. 33 Debt Check Request - Mallon, Jack - 2023SP - 03.27.2023.pdf

Ch. 33 Debt Check Request - Fernandez, Stephanie - 2023SP - 03.27.2023.pdf

Ch. 33 Debt Check Request - Miguel, Brian - 2023SP - 03.27.2023.pdf

Ch. 33 Debt Check Request - Walen, Mary - 2023SP - 03.27.2023.pdf

Ch. 33 Debt Check Request - OLeary, Darryl - 2023SP - 03.27.2023.pdf

Ch. 33 Debt Check Request - Kruse, Josef - 2023SP - 03.27.2023.pdf

Ch. 33 Debt Check Request - Ursache, David - 2023SP - 03.27.2023.pdf

Ch. 33 Debt Check Request - Albera, Heather - 2023SP - 03.27.2023.pdf

Ch. 33 Debt Check Request - Roman, Essiel - 2023SP - 03.27.2023.pdf