

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084317  
Vendor Name: Dept of Veterans Affairs  
Invoice Number: 2015-032723  
Invoice Date: 3/27/2023  
PO Number:  
Check Number: 0311001  
Check Amount: \$ 1,020.00  
Check Date: 04/11/2023  
Voucher Number: V0780172  
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
<b>Total</b>			<b>\$</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:

### 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: \_\_\_\_\_

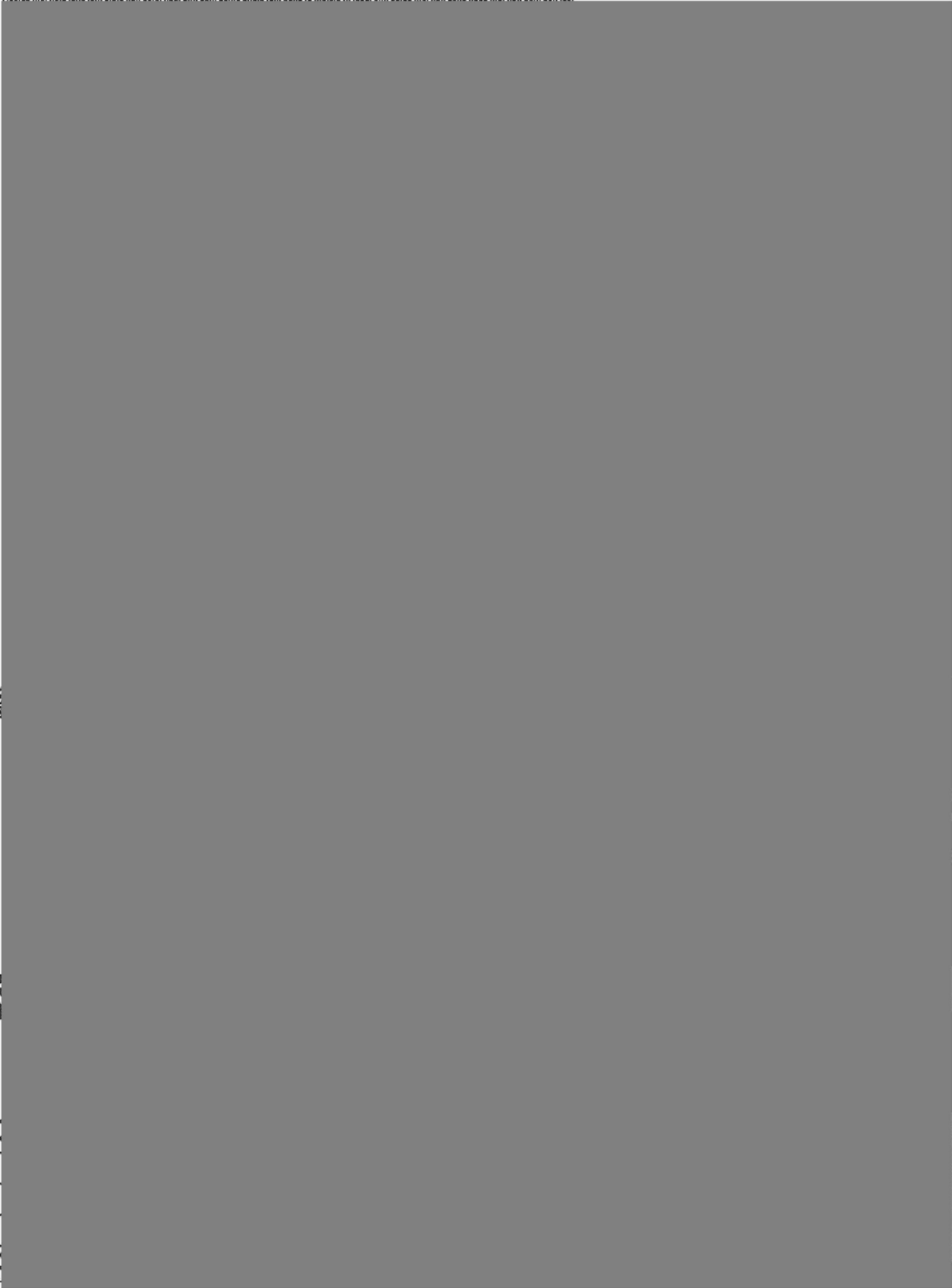
Next Level Supervisor (if applicable): \_\_\_\_\_ Print Name: \_\_\_\_\_

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)**

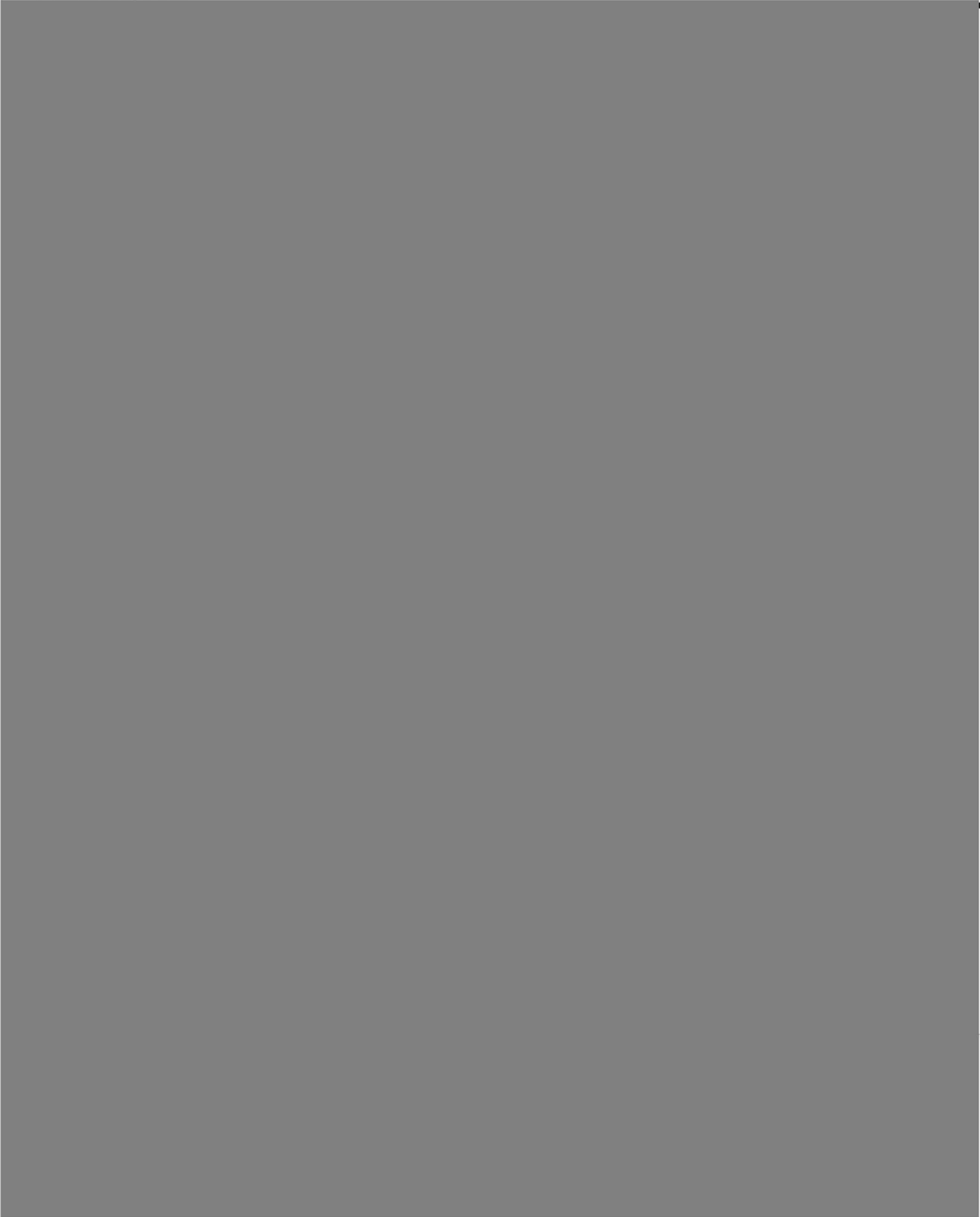


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10/1/2017

10/1/2017 10:10:10 AM



**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**

