

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084317
Vendor Name: Dept of Veterans Affairs
Invoice Number: 3506-032723
Invoice Date: 3/27/2023
PO Number:
Check Number: 0311004
Check Amount: \$ 245.00
Check Date: 04/11/2023
Voucher Number: V0780175
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

Annarella, Paul

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

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, 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?



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

From: Thompson, Jaime <thompsonj1096@cod.edu>

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

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

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

Veterans@cod.edu

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

Ch.33 Debt Check Requests - 3.27.2023

"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

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](#)

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

From: Annarella, Paul <annarellap@cod.edu>
Sent: Monday, March 27, 2023 2:52 PM
To: Resnick, Michelle <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

