

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084317
Vendor Name: Dept of Veterans Affairs
Invoice Number: 6847
Invoice Date: 5/23/2023
PO Number:
Check Number: 0312403
Check Amount: \$ 52.14
Check Date: 06/06/2023
Voucher Number: V0786303
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



DEPARTMENT OF VETERANS AFFAIRS

Debt Management Center

Bishop Henry Whipple Federal Building

P.O. Box 11930

St. Paul, MN 55111-0930



From: Bruhnke, Kristen
To: Annarella, Paul; Still, Kimberly; Gross, Sheri; Resnick, Michelle
Subject: RE: VA Debt Letters
Date: Thursday, May 18, 2023 10:09:56 AM
Attachments: [image001.png](#)
[image002.png](#)

Hi Paul,

Yes, please pay the debt letter. Term dates 1/24/23 to 5/19/23.

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, May 18, 2023 9:11 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? Can you please also confirm the term of debt?



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

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

Sent: Thursday, May 18, 2023 8:35 AM

To: Bruhnke, Kristen <bruhnkek@cod.edu>; Gross, Sheri <gross384@cod.edu>; Resnick, Michelle <resnickm@cod.edu>; Annarella, Paul <annarellap@cod.edu>

Subject: VA Debt Letters

Good Morning,

Attached are the VA debt letters that were received today.

Have a nice day!

Kim

Kim Still

Veterans Degree Audit Specialist

College of DuPage | SSC 2225

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

phone (630) 942-3814 | stillk@cod.edu

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

Ch.33 Debt Check Request - 05.23.2023

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

Tue, May 23, 2023 at 01:38 PM UTC

CC:

BCC:

Good morning,

Attached please find 1 check request. **Once the check is cut, please give 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

