

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084317
Vendor Name: Dept of Veterans Affairs
Invoice Number: 8732-060623
Invoice Date: 6/6/2023
PO Number:
Check Number: 0312408
Check Amount: \$ 719.62
Check Date: 06/06/2023
Voucher Number: V0788053
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: _____

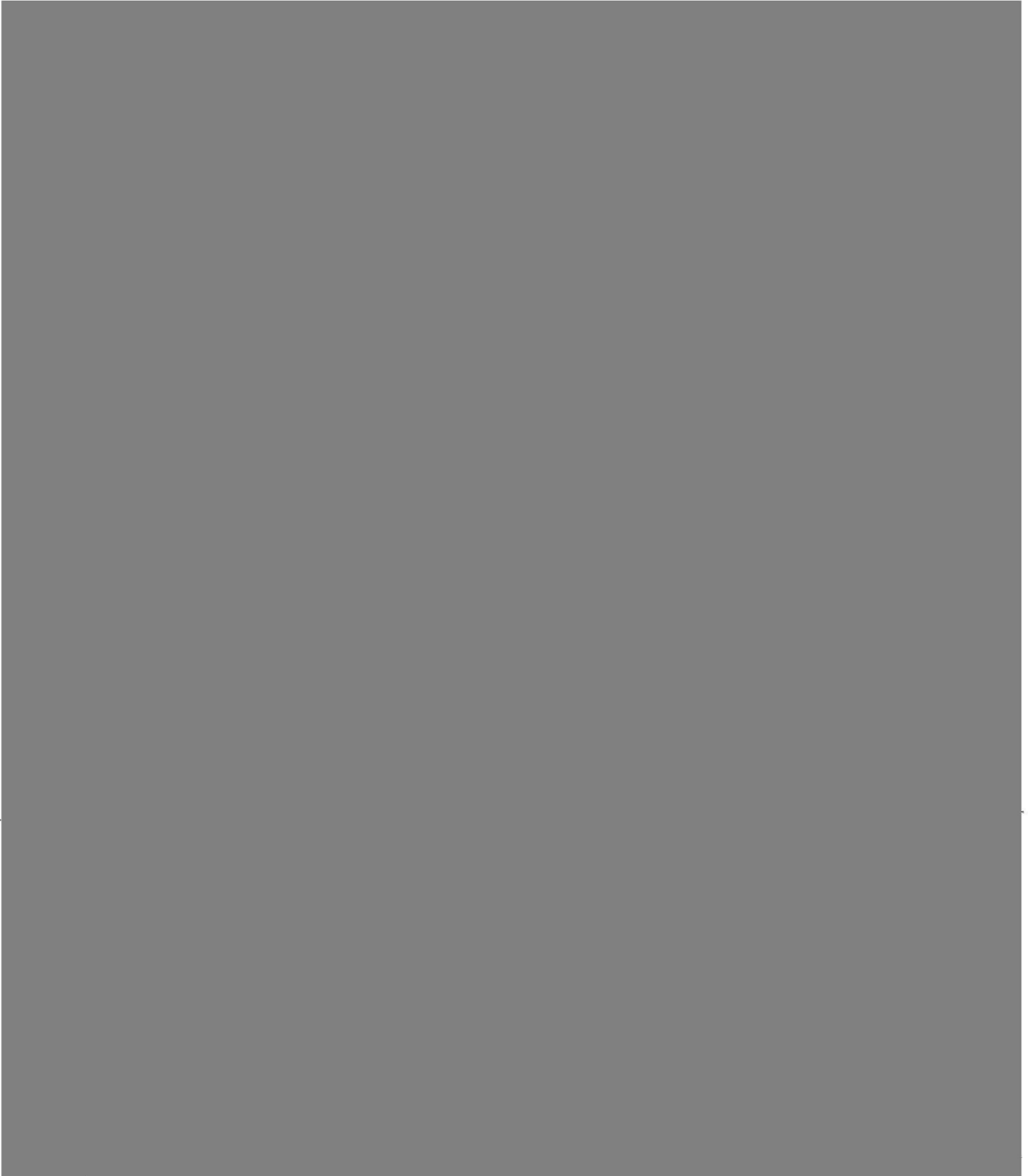
Area Cabinet Officer (only required if request is \$10,000 and over): _____ Print Name: _____

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
Subject: RE: VA Debt Letters
Date: Monday, June 5, 2023 4:28:57 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Paul,

Yes, please pay the debt letter. Terms are as follows:

\$414.62 – 1/23/23 to 5/19/23

\$305.00 – 3/20/23 to 5/15/23

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.

(attached form). Can you please confirm this amount is OK to pay now? Also the term of the 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: Bruhnke, Kristen <bruhnkek@cod.edu>

Sent: Thursday, May 25, 2023 2:26 PM

To: Annarella, Paul <annarellap@cod.edu>

Subject: FW: VA Debt Letters

Hi Paul,

The VA confirmed debt of \$719.62 for this student and provided the attached documents electronically. A debt letter for \$5.45 is in the mail and should be received shortly.

Thanks!

Kristen Bruhnke

Veterans Services Program Coordinator

College of DuPage

From: Bruhnke, Kristen

Sent: Monday, May 22, 2023 1:52 PM

To: Annarella, Paul <annarellap@cod.edu>; Still, Kimberly <stillk@cod.edu>; Gross, Sheri <grosss384@cod.edu>; Resnick, Michelle <resnickm@cod.edu>

Subject: RE: VA Debt Letters

Hi Paul,

I have an inquiry with the VA regarding this debt. I will let you know when I receive a response.

Thanks!

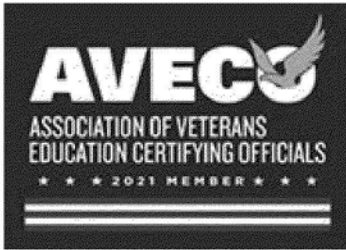
Kristen Bruhnke

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: Monday, May 22, 2023 9:56 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



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: Monday, May 22, 2023 8:33 AM

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

Subject: VA Debt Letters

Good Morning,

I hope you had a nice weekend. 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 Requests - 06.06.2023

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

Tue, Jun 6, 2023 at 12:44 PM UTC

CC:

BCC:

Good morning,

Attached please find 2 check requests. **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

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