

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084317
Vendor Name: Dept of Veterans Affairs
Invoice Number: 1873
Invoice Date: 10/9/2023
PO Number:
Check Number: 0317976
Check Amount: \$ 259.20
Check Date: 10/11/2023
Voucher Number: V0806072
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

1. *Introduction* (100 words)

2. *Background* (100 words)

3. *Methodology* (100 words)

4. *Results* (100 words)

5. *Discussion* (100 words)

6. *Conclusion* (100 words)

7. *References* (100 words)

8. *Appendix* (100 words)

9. *Summary* (100 words)

10. *Final Remarks* (100 words)

11. *References* (100 words)

12. *Appendix* (100 words)

13. *Summary* (100 words)

14. *Final Remarks* (100 words)

15. *References* (100 words)

16. *Appendix* (100 words)

17. *Summary* (100 words)

18. *Final Remarks* (100 words)

19. *References* (100 words)

20. *Appendix* (100 words)

21. *Summary* (100 words)

22. *Final Remarks* (100 words)

23. *References* (100 words)

24. *Appendix* (100 words)

25. *Summary* (100 words)

26. *Final Remarks* (100 words)

27. *References* (100 words)

28. *Appendix* (100 words)

29. *Summary* (100 words)

30. *Final Remarks* (100 words)

31. *References* (100 words)

32. *Appendix* (100 words)

33. *Summary* (100 words)

34. *Final Remarks* (100 words)

35. *References* (100 words)

36. *Appendix* (100 words)

37. *Summary* (100 words)

38. *Final Remarks* (100 words)

39. *References* (100 words)

40. *Appendix* (100 words)

41. *Summary* (100 words)

42. *Final Remarks* (100 words)

From: Bruhnke, Kristen
To: Annarella, Paul; Thompson, Jaime; Gross, Sheri; Resnick, Michelle
Subject: RE: VA Debt Letters
Date: Monday, September 25, 2023 4:35:55 PM
Attachments: [image001.png](#)
[image002.png](#)

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, September 25, 2023 3:54 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,

e also

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: Monday, September 25, 2023 3:45 PM

To: Gross, Sheri <gross384@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 - 10.09.2023

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

Mon, Oct 9, 2023 at 04:39 PM UTC

CC:

BCC:

Good morning,

Attached please find 1 check request. **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

