

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1084317  
Vendor Name: Dept of Veterans Affairs  
Invoice Number: 635742389-B  
Invoice Date: 5/19/2022  
PO Number:  
Check Number: 0299577  
Check Amount: \$ 1,671.50  
Check Date: 06/07/2022  
Voucher Number: V0739243  
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: 5/19/2022 Vendor ID: 1084317 Vendor Name: Dept. of Veterans Affairs

Payee Address: Dist. Management Center Bishop Henry Whipple Federal BLD PO Box 11530 St. Paul, MN 55111-0300 Payment Due Date: 5/19/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
635742389-B	06-91-08703-4309001	Other Federal Govt Sources	1,671.50
<b>Total</b>			<b>\$ 1,671.50</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:

NMCABA - VA Overpayment for Natasha Caban - 2022SP Chpt. 33

Other Instructions:

Place in overhead compartment at Jon Powell's desk.

**All requests will require the following approvals:**

Requester: Jon Powell Print Name: Jon Powell  
 Budget Officer: David Virgilio Print Name: David Virgilio

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)**



**DEPARTMENT OF VETERANS AFFAIRS**  
**Debt Management Center**  
 Bishop Henry Whipple Federal Building  
 P.O. Box 11930  
 St. Paul, MN 55111-0930

MAY 6, 2022

2001302\_4577\*\*\*\*\*SNGLP  
 COLLEGE OF DUPAGE  
 425 FAWELL BLVD SRC 2015  
 GLEN ELLYN, IL 60137

T1 P0



File Number: 635742389  
 Payee Number: 00  
 Person Entitled: NMCABA  
 Deduction Code: 75  
 E-Mail Address: dmcedu.vbaspl@va.gov  
 (Please provide the information above  
 on any e-mail correspondence)

You were previously notified that education benefits for NATASHA M CABAN were adjusted resulting in the creation of a debt. The balance on that account is now \$ 1,671.50. If you already sent funds to the VA for payment of this account, please advise this office where you sent the payment, and provide the amount and the date of the payment. If you have a copy of the cancelled check, please provide this office with a copy of the front and back of the check. If you have not returned the funds to the VA and sent the funds to the student in error, you are responsible for the debt. Your payment options are listed on the back of this letter.

**WHAT IF YOU IGNORE THIS LETTER**

We may refer your account to the Department of the Treasury for further collection, which will include offset of any federal payment to which you are entitled. In addition, the Department of the Treasury may refer your account to private collection agencies, which will result in additional fees, interest and penalties being added to the balance.

**IF YOU HAVE QUESTIONS**

If you have questions regarding payment of the debt, you should contact the VA Debt Management Center at 1-833-720-2574. If calling from outside the U.S., please dial 1-612-843-6508. Our office hours are 6:30 AM to 6:00 PM Central Time. Please note that we experience our highest call volumes on Mondays and throughout the first week of each month. By avoiding these peak times, you will minimize your wait time. Your call may be monitored to ensure quality information. You can also contact us via e-mail at [dmcedu.vbaspl@va.gov](mailto:dmcedu.vbaspl@va.gov). If you have questions regarding specific students or payments, please submit a separate inquiry for each.

Respectfully,

Debt Management Center  
 U.S. Department of Veterans Affairs

FOR PROPER CREDIT TO YOUR ACCOUNT, PLEASE DETACH AND RETURN WITH YOUR PAYMENT

Department of Veterans Affairs	2022126	PAYMENT REMITTANCE
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635742389007514130301020127 635742389 0075 14130301020127 0167150 2

* FILE NO.	635742389	AMOUNT ENCLOSED	ENTER YOUR CURRENT ADDRESS BELOW ONLY IF THE ONE ABOVE IS INCORRECT. PLEASE INCLUDE YOUR ZIP CODE.
PAYEE NO.	00	\$	
PERSON ENTITLED	NMCABA	YOUR TELEPHONE NO. (Include Area Code)	
DEDUCTION CODE	75		

\* Please include this number on your check or money order.

## Powell, Jonathan

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**From:** Bruhnke, Kristen  
**Sent:** Thursday, May 19, 2022 4:00 PM  
**To:** Powell, Jonathan  
**Subject:** RE: VA Debt Letters

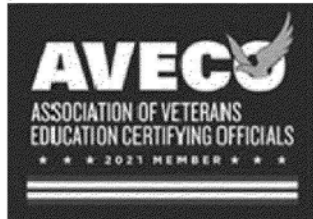
Hi Jon,

Yes, please pay the debt letters. These are all VA student tuition debts due to dropped classes.

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](mailto:bruhnkek@cod.edu)



Please visit <https://www.cod.edu/coronavirus/> for up-to-date information and resources regarding the College's response to the global coronavirus (COVID-19) pandemic.

Need to speak to a Veterans Services team member? We offer in person and virtual appointments! Please [click here](#) to schedule.

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**From:** Powell, Jonathan <[powellj199@cod.edu](mailto:powellj199@cod.edu)>  
**Sent:** Thursday, May 19, 2022 12:38 PM  
**To:** Bruhnke, Kristen <[bruhnkek@cod.edu](mailto:bruhnkek@cod.edu)>  
**Subject:** RE: VA Debt Letters

Good afternoon Kristen,

Can you please confirm that the debts for the students listed below are correct?

- Caban, Natasha

- Cervantes, Jesus
- Mathis, Dominique
- Raschke, Michael
- Villa, Alfredo
- Windle, Monica

Thanks!

**Jon Powell**

Student Accounts Receivable Coordinator

College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599

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**From:** Bruhnke, Kristen <[bruhnkek@cod.edu](mailto:bruhnkek@cod.edu)>

**Sent:** Thursday, May 19, 2022 12:21 PM

**To:** Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>; Gross, Sheri <[gross384@cod.edu](mailto:gross384@cod.edu)>; Powell, Jonathan <[powellj199@cod.edu](mailto:powellj199@cod.edu)>

**Subject:** VA Debt Letters

Good Afternoon,

The attached VA debt letters were received and saved in the shared drive VA Payments Debt Lists – 2022 folder.

Thanks!

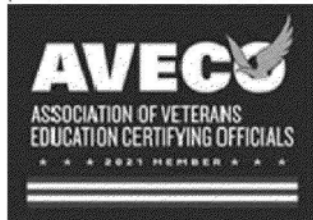
**Kristen Bruhnke**

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](mailto:bruhnkek@cod.edu)



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**Need to speak to a Veterans Services team member? We offer in person and virtual appointments! Please [click here](#) to schedule.**

"Powell, Jonathan" <powellj199@cod.edu>

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**Chapter 33 Debt Letter Check Requests - 7 Students 2022SP**

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"Powell, Jonathan" <powellj199@cod.edu>

Mon, May 23, 2022 at 03:55 PM GMT

CC: Sekerka, Joyce <sekerkaj@cod.edu>, Barrios, Isabel <barriosi142@cod.edu>, Zerrudo, Maria <zerrudom@cod.edu>

BCC:

Good morning,

Attached are 7 check requests for VA debt payments. The VA will not accept the checks without remittance slips attached to them. When the checks are printed, would it be possible to place them in the overhead compartment at my desk?

Please let me know if you have any questions.

Thank you.

**Jon Powell**

Student Accounts Receivable Coordinator

College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599

Phone 630.942.3946 | Fax 630.942.2297

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**7 attachments**

Ch. 33 Debt Check Request - Windle 2 2022SP.pdf

Ch. 33 Debt Check Request - Cervantes 2 2022SP.pdf

Ch. 33 Debt Check Request - Villa 2022SP.pdf

Ch. 33 Debt Check Request - Caban 2 2022SP.pdf

Ch. 33 Debt Check Request - Mathis 2022SP.pdf

Ch. 33 Debt Check Request - Kadan 2022SP.pdf

Ch. 33 Debt Check Request - Raschke 2 2022S1.pdf