

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084317
Vendor Name: Dept of Veterans Affairs
Invoice Number: 340861994
Invoice Date: 8/25/2022
PO Number:
Check Number: 0302311
Check Amount: \$ 670.39
Check Date: 09/13/2022
Voucher Number: V0751424
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: 8/25/2022 Vendor ID: 1084317 Vendor Name: Dept. of Veterans Affairs
 Payee Address: Debt Management Center Bishop Henry Whipple Federal BLD PO Box 11930 St. Paul, MN 55111-0930 Payment Due Date: 8/25/2022

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
340861994	06-91-08703-4309001	Other Federal Govt Sources	670.39
Total			\$ 670.39

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.

Other Instructions:

Place in overhead compartment at Paul Annarella's desk.

All requests will require the following approvals:

Requester: Paul Annarella Print Name: Paul Annarella
 Budget Officer: David Virgilio Digitally signed by David P Virgilio Date: 2022.08.29 16:55:24 -05'00' 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

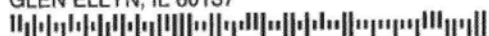


DEPARTMENT OF VETERANS AFFAIRS
Debt Management Center
Bishop Henry Whipple Federal Building
P.O. Box 11930
St. Paul, MN 55111-0930

2067410_1099*****SNGLP

T1 P0 

COLLEGE OF DUPAGE
425 FAWELL BLVD SRC 2015
GLEN ELLYN, IL 60137



WHAT ARE YOUR RIGHTS

You have the right to dispute either the existence or amount of the debt. Your request should be submitted in writing and should explain why you are disputing the debt. You have the right to inspect and copy VA records associated with the debt. You have an opportunity for a review within the Agency of the decision related to the establishment of the debt.

WHAT IF YOU IGNORE THIS LETTER

If the debt remains unpaid, your account could be referred to the Department of the Treasury for offset under the Treasury Offset Program (TOP). If the debt is scheduled for referral to Treasury and we hear from you within 30 days of the referral notice, exercising one of the rights described above, we will suspend referral until the issue has been addressed.



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. Payment options are described on the back of this letter. 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 email at dmcedu.vbaspl@va.gov. If you have questions regarding specific Veterans or payments, please submit a separate inquiry for each.

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



Department of Veterans Affairs

202222

PAYMENT REMITTANCE

340861994007514271809220127 340861994 0075 14271809220127 0067039 2



ENCLOSED	ENTER YOUR CURRENT ADDRESS BELOW ONLY IF THE ONE ABOVE IS INCORRECT. PLEASE INCLUDE YOUR ZIP CODE.
TELEPHONE NO. (Area Code)	
check or money order.	

Annarella, Paul

From: Bruhnke, Kristen
Sent: Wednesday, August 24, 2022 12:55 PM
To: Annarella, Paul
Subject: RE: RE: VA Debt Letters

Hi Paul,

Yes, please pay the debt letters. See comments below.

Also, the VA sends remittance envelopes with the debt letters. Would you like me to send to you via interoffice mail?

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: Tuesday, August 23, 2022 10:15 AM
To: Bruhnke, Kristen <bruhnkek@cod.edu>
Cc: Resnick, Michelle <resnickm@cod.edu>; Gross, Sheri <gross384@cod.edu>
Subject: RE: VA Debt Letters





Thanks!

Paul Annarella
Accounts Receivable Specialist
College of DuPage

425 Fawell Blvd. | SRC 2130 | Glen Ellyn, IL 60137-6599
Phone 630.942.4472 | Fax 630.942.2297

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

Ch.33 Debt Check Requests

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

Tue, Aug 30, 2022 at 01:22 PM GMT

CC: Resnick, Michelle <resnickm@cod.edu>

BCC:

Good morning,

Attached please find 3 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 Specialist

College of DuPage

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

Phone 630.942.4472 | Fax 630.942.2297

3 attachments

