

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1084317
Vendor Name: Dept of Veterans Affairs
Invoice Number: 1494-030223
Invoice Date: 3/2/2023
PO Number:
Check Number: 0310185
Check Amount: \$ 180.90
Check Date: 03/14/2023
Voucher Number: V0776538
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

FEBRUARY 21, 2023



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 of the U.S., please dial 1-612-843-6508. Our office hours are 6:30 a.m. to 6:00 p.m. 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 for quality assurance. You can also contact us via Ask VA at <https://ask.va.gov/>. In Ask VA, please select "Veterans Affairs - Debt" as the category and "A School Official" as the topic to ensure proper routing. 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



Annarella, Paul

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, February 28, 2023 9:37 AM

To: Bruhnke, Kristen <bruhnkek@cod.edu>

Cc: Gross, Sheri <grosss384@cod.edu>; Thompson, Jaime <thompsonj1096@cod.edu>; Resnick, Michelle <resnickm@cod.edu>

Subject: FW: VA Debt Letters

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: Annarella, Paul <annarellap@cod.edu>

Sent: Tuesday, February 28, 2023 9:14 AM

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

Subject: FW: VA Debt Letters

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: Thompson, Jaime <thompsonj1096@cod.edu>

Sent: Tuesday, February 21, 2023 2:42 PM

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

Subject: VA Debt Letters

Good afternoon,
Attached please find the VA debt letters received today in Veteran's 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 - 3.2.2023

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

Thu, Mar 2, 2023 at 07:35 PM UTC

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

BCC:

Good afternoon,

Attached please find 5 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 Coordinator

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