

**Information:**

**Drawer:** Accounts Payable - Invoices

**Vendor Number:** 1084317

**Vendor Name:** Dept of Veterans Affairs

**Check Details:**

**Check Number:** 0339541

**Check Amount:** \$ 187.47

**Check Date:** 6/3/2025

**Invoice Details:**

**Invoice Number:** 0044-060225

**Invoice Date:** 5/20/2025

**PO Number:** NULL

**Voucher Number:** V0886999

**Document Type:** AP Invoice

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**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](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 20, 2025

2842626\_425\*\*\*\*\*AUTO\*\*MIXED AADC 200  
 COLLEGE OF DUPAGE ADDISON CENTER  
 425 FAWELL BLVD  
 GLEN ELLYN, IL 60137-6708

T1 P1



File Number: \*\*\*\*\*0044  
 Payee Number: 00  
 Person Entitled: I HAVE  
 Deduction Code: 91  
 E-Mail Address: dmcedu.vbaspl@va.gov  
 (Please provide the information above  
 on any e-mail correspondence)

The Department of Veterans Affairs recently notified you that education benefits were adjusted due to non-entitlement. Since the funds for this enrollment were sent directly to the school, we ask that you return these funds.

Student Name: ISAAC HAVEL


Facility: 14X03113 Amt: \$ 187.47

Term Date(s): 02/24/2025-05/23/2025 02/24/2025-05/23/2025

**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 , 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](mailto: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

2025140

PAYMENT REMITTANCE

643200044009109270801220527 643200044 0091 09270801220527 0018747 5

* FILE NO.	▶	*****	AMOUNT ENCLOSED	ENTER YOUR CURRENT ADDRESS BELOW ONLY IF THE ONE ABOVE IS INCORRECT. PLEASE INCLUDE YOUR ZIP CODE.
PAYEE NO.	▶	00	\$	
PERSON ENTITLED	▶	I HAVE	YOUR TELEPHONE NO. (Include Area Code)	
DEDUCTION CODE	▶	91		
* Please include this number on your check or money order.				

**From:** [Bruhnke, Kristen](#)  
**To:** [Annarella, Paul](#)  
**Cc:** [Resnick, Michelle](#); [Gross, Sheri](#); [Thompson, Jaime](#)  
**Subject:** RE: Debt/Overpayment Letter  
**Date:** Thursday, May 29, 2025 1:12:47 PM  
**Attachments:** [image001.png](#)  
[Isaac Havel 3-18-2025.pdf](#)  
[image008.png](#)  
[image010.png](#)

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Hi Paul,

Yes, please pay the debt letter. Term dates are 2/24/25 to 5/23/25.

There was a debt of \$456.00 at the time we created and sent the check to the VA (see attached). The VA also withheld this payment from an enrollment that was submitted on 4/8/25. This is the reason funds are being returned. Here is the VA response from askva:

## Message

Dear Kristen,

Correction has been made and a debt of \$187.47 issued.  
There is also a transaction in process to return funds to you in the amount of \$456.

Thank you for submitting your Inquiry to the U.S. Department of Veterans Affairs.

Once the \$187.47 debt is paid, the student account is reconciled. We received total payments of \$1,368.00 for three classes and paid total debt of \$912.00 for two classes that were dropped.

Please let me know if there are any questions.

Thank you,

**Kristen Bruhnke**  
**Veterans Services Program Coordinator**  
**College of DuPage**

425 Fawell Blvd. | SSC 3387 | Glen Ellyn, IL 60137-6599 | USA  
phone 630.942.3852 | fax 630.942.4991 | [bruhnkek@cod.edu](mailto:bruhnkek@cod.edu)

**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:** Annarella, Paul <annarellap@cod.edu>  
**Sent:** Thursday, May 29, 2025 12:40 PM  
**To:** Thompson, Jaime <thompsonj1096@cod.edu>; Gross, Sheri <grosss384@cod.edu>; Bruhnke, Kristen <bruhnkek@cod.edu>; Resnick, Michelle <resnickm@cod.edu>  
**Subject:** RE: Debt/Overpayment Letter  
**Importance:** High

Good afternoon,

Can you please follow up on student, Isaac Havel. You confirmed a debt of \$456.00 which we created a check and sent to VA. The letter received 5/15/2025(attached) is stating there was no debt at that time. On 5/22/2025 the VA returned the \$456.00 payment and I posted it to the student account. With that update there is now an overpayment of \$187.47 which is the letter we received on 5/20/2025. Can you confirm this is correct and OK to pay on?

- Havel, Isaac - \$187.47

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

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**From:** Thompson, Jaime <[thompsonj1096@cod.edu](mailto:thompsonj1096@cod.edu)>  
**Sent:** Thursday, May 29, 2025 12:01 PM  
**To:** Gross, Sheri <[grosss384@cod.edu](mailto:grosss384@cod.edu)>; Bruhnke, Kristen <[bruhnkek@cod.edu](mailto:bruhnkek@cod.edu)>; Annarella, Paul <[annarellap@cod.edu](mailto:annarellap@cod.edu)>; Resnick, Michelle <[resnickm@cod.edu](mailto:resnickm@cod.edu)>  
**Subject:** Debt/Overpayment Letter

Hello: Attached please find the VA letters received today in Veterans Services for student Isaac Havel. ID#0847768

Thank you.  
Sincerely,

*Jaime Thompson*

**Jaime Thompson**

Veterans Certification Specialist

**Phone:** (630) 942-3851

**Email:** [thompsonj1096@cod.edu](mailto:thompsonj1096@cod.edu)

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

SSC 3379

[veterans@cod.edu](mailto:veterans@cod.edu)



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

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**Ch.33 Debt Check Request - 06.02.2025**

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

Mon, Jun 2, 2025 at 06:40 PM UTC

CC:

BCC:

Good afternoon,

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

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**1 attachment**

Ch. 33 Debt Check Request - Havel Isaac - 2025SP - 06.02.2025.pdf