

Information:

Drawer: Accounts Payable - Invoices **Vendor Number:** 1084317 **Vendor Name:** Dept of Veterans Affairs

Check Details:

Check Number: 0346973 **Check Amount:** \$ 1,122.00 **Check Date:** 12/9/2025

Invoice Details:

Invoice Number: *****7618 **Invoice Date:** 12/8/2025 **PO Number:** NULL
Voucher Number: V0915789

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

ns
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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.



[REDACTED]

[REDACTED]

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: Friday, December 5, 2025 8:56 AM

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

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

Subject: RE: VA Debt letters

Good morning,

Just to confirm. The debt for Burns, Matthew \$46.47 is from 819/2019 – 12/13/2019?

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



From: Thompson, Jaime <thompsonj1096@cod.edu>

Sent: Thursday, December 4, 2025 1:25 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 Certification Specialist

Phone: (630) 942-3851

Email: thompsonj1096@cod.edu

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137

SSC 3379

veterans@cod.edu



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

Ch.33 Debt Check Request - 12.08.2025

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

Mon, Dec 8, 2025 at 07:19 PM UTC

CC:

BCC:

Good afternoon,

Attached please find 4 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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