

Information:

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

Check Details:

Check Number: 0347175 **Check Amount:** \$ 478.00 **Check Date:** 12/16/2025

Invoice Details:

Invoice Number: *****1616 **Invoice Date:** 12/16/2025 **PO Number:** NULL
Voucher Number: V0916887

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: _____

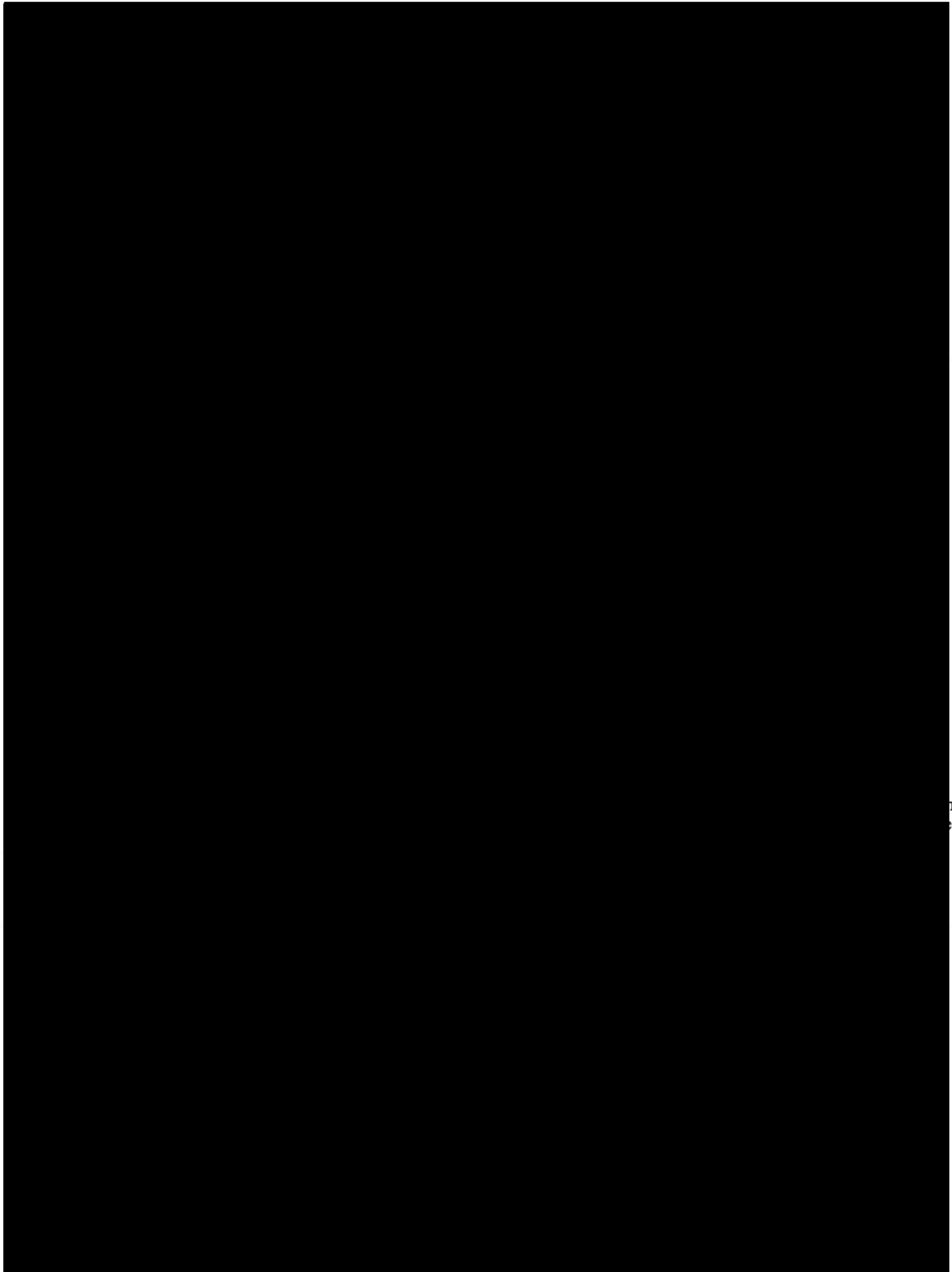
Next Level Supervisor (if applicable): _____ Print Name: _____

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



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From: [Bruhnke, Kristen](#)
To: [Annarella, Paul](#)
Cc: [Resnick, Michelle](#); [Gross, Sheri](#); [Thompson, Jaime](#)
Subject: Re: VA Debt Letter
Date: Thursday, December 11, 2025 1:55:42 PM
Attachments: [image001.png](#)

Hi Paul,

Yes, please pay the debt letter. Term dates are 10/21/25 to 12/13/25.

Thank you,

Kristen Bruhnke
Veterans Services Program Coordinator
College of DuPage

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: Wednesday, December 10, 2025 3:38 PM
To: Gross, Sheri <grosss384@cod.edu>; Bruhnke, Kristen <bruhnkek@cod.edu>; Annarella, Paul <annarellap@cod.edu>; Resnick, Michelle <resnickm@cod.edu>

Subject: VA Debt Letter

Hello: Attached please find the VA debt letter 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 - 12.16.2025

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

Tue, Dec 16, 2025 at 04:07 PM UTC

CC:

BCC:

Good morning,

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

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