

Agency Code: _____

Requisition Number: _____

Date: _____

**VIRGINIA COLLEGE BUILDING AUTHORITY
EDUCATIONAL FACILITIES REVENUE BONDS, SERIES 2024A
EQUIPMENT REQUISITION
2024 Acquisition Fund**

State Treasurer
Richmond, Virginia

Page ___ of ___

Goods or services received on or before 6/30/24: \$ _____

Goods or services received after 6/30/24: \$ _____

On behalf of _____ (the "Institution"), this is to request the transfer of \$ _____
_____ (total for this request) from the 2024 Acquisition
Fund established by the Virginia College Building Authority ("VCBA") pursuant to the
issuance of its Educational Facilities Revenue Bonds, Series 2024A. I hereby certify that this
amount will be used to reimburse the Institution for the cost of equipment: (1) in accordance with
the procedures established by the State Council of Higher Education; and, (2) as defined in Chapter
12, Title 23.1, Code of Virginia of 1950, as amended.

I further certify that the corresponding Cardinal vouchers have been submitted to the Department of
Accounts' Cardinal system and that payment for the cost of equipment has been made. **A list of this
equipment is provided as Attachment A.**

I understand that the Department of the Treasury will process a Funds Receipt entry to record the
reimbursement in Cardinal. Unless alternative instructions are provided, all reimbursements will be
recorded to Account 255470, Fund 03000. These amounts will then be appropriately allocated by this
Institution by Journal Voucher. Alternative instructions are restricted to a single line of Cardinal
coding.

(Signature)

(Name)

(Title)

(Do not mark below this line)

Date Received SCHEV: ___/___/___

Approval SCHEV: _____

Date: ___/___/___

Date Received VCBA: ___/___/___

Approval VCBA: _____

Date: ___/___/___

