

Agency Code: _____

Requisition Number: _____

Date: _____

VIRGINIA COLLEGE BUILDING AUTHORITY
EDUCATIONAL FACILITIES REVENUE BONDS, SERIES 2013A
EQUIPMENT REQUISITION
2013 Acquisition Fund

State Treasurer
Richmond, Virginia

Page ____ of ____

Goods or services received on or before 6/30/13: \$ _____

Goods or services received after 6/30/13: \$ _____

On behalf of _____ (the "Institution"), this is to request the transfer of \$ _____
_____ (total for this request) from the 2013 Acquisition Fund
established by the Virginia College Building Authority ("VCBA") pursuant to the issuance of its
Educational Facilities Revenue Bonds, Series 2013A. 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 3.2, Title 23,
Code of Virginia of 1950, as amended.

I further certify that the corresponding CARS Batch Forms have been submitted to the Department
of Accounts 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 deposit certificate to record the
reimbursement on CARS. Unless alternative instructions are provided, all reimbursements will be
recorded to GLA 547, Fund 0300. These amounts will then be appropriately allocated by this
Institution by Agency Transaction Voucher (ATV). Alternative instructions are restricted to a single
line of CARS coding.

(Signature)

(Name)

(Title)

(Do not mark below this line)

Date Received SCHEV: ____/____/____

Approval SCHEV: _____

Date: ____/____/____

Date Received VCBA: ____/____/____

Approval VCBA: _____

Date: ____/____/____

