

Agency Code: _____

Requisition Number: _____

Date: _____

VIRGINIA COLLEGE BUILDING AUTHORITY
EDUCATIONAL FACILITIES REVENUE BONDS, SERIES 2016A
EQUIPMENT REQUISITION
2016 Acquisition Fund

State Treasurer
Richmond, Virginia

Page ____ of ____

Goods or services received on or before 6/30/16: \$ _____

Goods or services received after 6/30/16: \$ _____

On behalf of _____ (the "Institution"), this is to request the transfer of \$ _____ (total for this request) from the 2016 Acquisition Fund established by the Virginia College Building Authority ("VCBA") pursuant to the issuance of its Educational Facilities Revenue Bonds, Series 2016A. 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: _____

