

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 6/30/19: \$ \_\_\_\_\_

Goods or services received after 6/30/19: \$ \_\_\_\_\_

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: \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Agency Code: \_\_\_\_\_  
Grand Total of All Pages: \_\_\_\_\_

**List of Equipment**  
(Attachment A)

Requisition Number \_\_\_\_\_  
Date: \_\_\_\_\_

Reference Number	Description	(A) ETF Funds	(B) Other Funds	(A+B) Actual Purchase Price	Program Code	Discipline Code	Voucher Number	Payment Date
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TOTAL for this page