

Agency Code: \_\_\_\_\_

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

Date: \_\_\_\_\_

**VIRGINIA COLLEGE BUILDING AUTHORITY  
EDUCATIONAL FACILITIES REVENUE BONDS, SERIES 2024A  
EQUIPMENT REQUISITION  
2025 Acquisition Fund**

State Treasurer  
Richmond, Virginia

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Goods or services received on or before 6/30/26: \$ \_\_\_\_\_

Goods or services received after 6/30/26: \$ \_\_\_\_\_

On behalf of \_\_\_\_\_ (the "Institution"), this is to request the transfer of \$ \_\_\_\_\_ (total for this request) from the 2025 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: \_\_\_/\_\_\_/\_\_\_

