

Purpose: Submit this form to request a disbursement from a VTF fund.

Directions: Complete, sign, and submit this form to the address noted. The foundation requires **original** itemized receipts; photocopies are not normally accepted. The VTF is **EXEMPT** from Virginia sales tax with the exception of taxable services such as lodging. In accordance with established policy, DO NOT include personally identifiable information (PII) on this form. If such information is required, it should be provided on a separate sheet and transmitted appropriately. Please refer to the Faculty/Staff Procedures Guide on our website for additional information regarding disbursements from foundation funds.

MAIL TO:

VTF Accounting Office
902 Prices Fork Road (0354)
Suite 4500
Blacksburg, VA 24061

DATE _____ **FUND CODE** _____

FUND NAME _____

Department _____ Organization # _____

Address _____ Mail Code _____

Signature of Preparer (required) _____ Date _____

Prepared By (Contact) (required) _____ Phone _____

Signature of Auth. Dept User (required) _____ Date _____

Printed Name of Auth. Dept User (required) _____

I have verified with the purchaser/traveler that all below incurred expenses were necessary for the conduct of business on behalf of Virginia Tech or the Virginia Tech Foundation.

I hereby certify that any or all of the items listed below do not contain any proprietary technology, have restrictions on their use and disposition, and are not subject to export control regulations. These items may not be purchased through the Virginia Tech Foundation.

LOCKED AREAS FOR FOUNDATION USE ONLY

NOTE: SUPPORTING DOCUMENTS MUST BE ATTACHED

Fiscal Technician	Date	Accounting Manager	Date	Director of Accounting	Date
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Vendor Name/Address	Invoice Date	Invoice Number	Amount	Service Date	1099
	Business Purpose/Description			Account	Income Type
				Program	Activity
				Document #	
Vendor ID	Check if not US Citizen <input type="checkbox"/>				

Vendor Name/Address	Invoice Date	Invoice Number	Amount	Service Date	1099
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				Program	Activity
				Document #	
Vendor ID	Check if not US Citizen <input type="checkbox"/>				