

SOUTHSIDE VIRGINIA COMMUNITY COLLEGE (Exhibit 33)
 (General Fund, Construction Fund, Miscellaneous Fund)

Please note if the payee is a corporation.

Payee: _____
 SS# **OR** only used when paying a PERSON
 EIN used when payee is a BUSINESS
 Address: _____

 Purchase: _____

 TOTAL: _____

eVA PO ID: _____
 Voucher No: _____
 Date: _____
 \$ _____
 \$ _____
 \$ _____

GENERAL

460000 College Administration _____
 460010 Automotive Fund _____
 460050 Financial Services Fund _____
 460060 Stud/Fac/Staff Functions _____
 460070 Advisory Committees _____
 460080 Articulation Activities _____
 430000 Community Svcs Act & Cul Pl _____
 460020 College Board _____
 460090 Graduation _____
 440000 Faculty/Staff Development _____
 460100 Public Information _____
 460031 Campus Adm-Chris _____
 460032 Campus Adm-Daniel _____
 450010 Recruitment _____
 450000 Honors _____

CONTINGENCY

460200 Federal Expense _____
 410200 New Program Development _____

PLANT

077000 Site Improvement _____
 720000 Repair & Maintenance _____
 074001 Unexpended _____

SCHOLARSHIPS

MISCELLANEOUS

ADVANCES

1315 Insurance Advance _____
 1321 Salary Advance _____
 1323 Travel Advance _____
 1312 Reimbursable _____

VERIFICATION OF OUT-OF-POCKET EXPENDITURES

I certify that I made an out-of-pocket expenditure and request reimbursable in the amount of _____ for the items on the receipt. This type of purchase was necessary because of the following conditions: (Check one) _____ Emergency Situation _____ No Billing Available _____ Invoice Not Justified. (If itemized receipt is not available, list items and cost below).

 TOTAL AMOUNT

\$ _____
 \$ _____

Signature: _____

Date: _____

* * * * SIGNATURE OF APPROVAL * * * *

 Requestor/Initiator

 Appropriate Supervisor

 Account Authorizer

 VP of Finance & Admin Services

BUSINESS OFFICE USE ONLY			
Vendor #:	DATE: _____	CHECK NO: _____	AMOUNT: _____
	Account #:		_____



Pointers to help us process your local funds request promptly.

- 1 For all eVA orders you must put the eVA PO ID number in the space provided
- 2 Please provide the full name and mailing address of the payee
- 3 Note if the payee is a corporation
- 4 Provide SS# or EIN for EVERY Voucher you submit
- 5 Make sure a valid account is checked
- 6 Make sure appropriate signatures are obtained.

What may slow down your local funds request?

- 1 Missing eVA order paperwork or missing eVA PO ID on the voucher
- 2 Incorrect payee name, SS#, or EIN
- 3 Missing/Incorrect account selection
- 4 Missing/Incorrect signatures