

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

EXHIBIT #33

Payee: _____
 SS#/FIN#: _____
 Address: _____

 Purchase: _____

 TOTAL: _____

Voucher No: _____
 Date: _____

GENERAL

- 460000 College Administration _____
- 460010 Automotive Fund _____
- 460050 Financial Services Fund _____
- 460060 Stud/Fac/Staff Functions _____
- 460040 Advisory Committees _____
- 460080 Articulation Activities _____
- 430000 Community Srvs Act & Cul Pi _____
- 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 Express _____
- 410200 New Program Development _____

PLANT

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

SCHOLARSHIPS

MISCELLANEOUS

VCCS Adm. Services Account

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 _____ \$50.59 _____ 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

 Authorizer

 Appropriate Supervisor

 Vice President of Finance & Admin. Serv.

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