



Payment Request/Expense Reimbursement

* All capital equipment and computers/laptop must be purchased directly through VRFP. Reimbursement is prohibited. * Invoices and/or receipts must be attached to request

Request Date Project PI(if applicable): Prospect ID (if applicable)

VRFP account to be used Amount Requested Payee

Payee Mailing Address

Description of Goods or Services

Justification for Expenditure

Requestor Signature Project Approver (if different than Requestor)

VRFP Office Use Only

Executive Director Approval

Date

Funds/budget verified by:

Entered in A/P by: