

**VIRGINIA MILITARY INSTITUTE
INSTRUCTIONS FOR COMPLETING
RECEIVING REPORT/REQUEST FOR DISBURSEMENT**

1. Enter the date the form is being prepared.
2. Enter the Vendor Invoice number if applicable.
3. Enter the Federal Employer Identification Number or Social Security Number of the vendor. Payments cannot be processed without this information.
4. Enter the appropriate "T" Number or Purchase Order number if applicable.
5. Enter the Name and Address of the vendor as it should appear on the check.
6. Enter in this area any special instructions regarding items to be sent with check, or if check should be held for pickup by departmental personnel, etc.
7. Enter a description of the goods or services received to include quantity, unit cost, and total cost per line item.
8. Enter the 16 digit Colleague account number and amount. Use the Receiving Report/Request For Disbursement Continuation Sheet if necessary
9. Enter the date the goods or services were received. Leave this date blank for pro forma purchases.
10. Person receiving goods or services must sign to certify receipt in good condition.
11. Department head or other authorized person must sign form to certify approval of purchase from Institute funds. By signing form, approver certifies that goods/services purchased are for official Institute business.