



## Payment Request/Expense Reimbursement

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

Request Date                                      Project PI (if applicable)                                      IRB# (if applicable)

VHF account to be used                                      Payee                                      Amount Requested

Payee Mailing Address

Do you want to receive ePayment via bill.com? Email address required.    Yes    No

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Description of Goods or Services

Justification for Expenditure

Requestor Signature

Project Approver (if different than Requestor)

VHF Office Use Only

VHF Approval