

## HokieMart/VTF Reimbursement Request

I hereby certify that the expenses listed below were incurred by me and are necessary and appropriate expenditures of the University. By my signature, I acknowledge that the goods purchased become property of Virginia Tech.

\_\_\_\_\_  
Signature Date

ID Number \_\_\_\_\_

Name & Address (Print):

Total Requested amount: \_\_\_\_\_

Fund #: \_\_\_\_\_

Approval: \_\_\_\_\_

Purpose of Purchase:

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*(Attach receipts below or on separate paper)*