



Payment Request Form

Requestor:

Vendor Name:

Vendor Number:

Street Address or P.O. Box:

County or City/State/Zip Code:

Invoice Date:

Invoice Number:

Date Invoice Received at RBC:

eVA Purchase Order Number:

Goods/Services Received:

From Date:

Date Received: To Date:

Purpose of request:

The Commonwealth of Virginia requires a W-9 form for all vendors, with a few exceptions

Please select W-9 status:

Explanation-N/A

	Index	Fund	Org	Program	Account	Description	Amount
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
						Invoice Total	\$0.00

Fiscal Use Only for Cardinal	Fund	Project	Program	Account	Description	Amount
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					Invoice Total	\$0.00

I hereby certify that the charges above are true expenses incurred on behalf of Richard Bland College.

Requestor Signature:

Date:

Budget Approver Name:

Budget Approver Signature :

Date:

Special Instructions:

1

2 Yes

3 No

Cell Link	Acct	Acct
1		
2	71211-Express Services	71211
3	71212-Outbound Freight Services	71212
4	71213-Messenger Services	71213
5	71214-Postal Services	71214
6	71215-Printing Reproduction Services	71215
7	71216-Telecommunications Services VITA	71216
8	71217-Telecom Services Non State	71217
9	71219-Inbound Freight Services	71219
10	71221-Organization Memberships	71221
11	71222-Publication Subscriptions	71222
12	71224-Employee Training and Conferences	71224
13	71225-Employee Tuition Reimbursement	71225
14	71226-Employee Training Consulting Svcs	71226
15	71227-Employee Training Transportation	71227
16	71231-Clinical Services	71231
17	71233-Hospital Services	71233
18	71234-Medical Services	71234
19	71236-X-ray and Laboratory Services	71236
20	71237-Insurance Prem for Health Services	71237
21	71241-Auditing Services	71241
22	71242-Fiscal Services	71242
23	71243-Attorney Services	71243
24	71244-Management Services	71244
25	71245-Personnel Management Services	71245
26	71246-Public Info and Public Rel Services	71246
27	71247-Legal Services	71247
28	71248-Media Services	71248
29	71249-Recruitment Advertising	71249
30	71251-Custodial Services	71251
31	71252-Electrical Repair and Maint Svcs	71252
32	71253-Equipment Repair and Maint Services	71253
33	71254-Extermination Vector Control Svcs	71254
34	71255-Highway Repair and Maint Services	71255
35	71256-Mechanical Repair and Maint Svcs	71256
36	71257-Plant Repair and Maintenance Srvcs	71257
37	71258-Reclamation Services	71258
38	71259-Vehicle Repair and Maint Services	71259
39	71261-Architectural and Engineering Srvcs	71261

40	71262-Aviation Services	71262
41	71263-Clerical Services	71263
42	71264-Food and Dietary Services	71264
43	71265-Laundry and Linen Services	71265
44	71266-Manual Labor Services	71266
45	71267-Production Services	71267
46	71268-Skilled Services	71268
47	71271-Program Design and Development VITA	71271
48	71272-VITA Information Tech Integration	71272
49	71273-Prog Design and Development State	71273
50	71274-Computer Hardware Maint Services	71274
51	71275-Computer Software Maint Services	71275
52	71276-Computer Operating Services VITA	71276
53	71277-Computer Operating Srvcs Non State	71277
54	71278-VITA IT Infrastructure Services	71278
55	71279-Computer Software Development Srvcs	71279
56	71281-Moving and Relocation Services	71281
57	71282-Travel Personal Vehicle	71282
58	71283-Travel Public Carriers	71283
59	71284-Travel State Vehicles	71284
60	71285-Travel Subsistence and Lodging	71285
61	71286-Travel Supplements and Aid	71286
62	71287-Travel Meal Reimb - Reportable	71287
63	71288-Travel Meal Reimb - Not Reportable	71288
64	71311-Apparel Supplies	71311
65	71312-Office Supplies	71312
66	71313-Stationery and Forms	71313
67	71321-Coal	71321
68	71322-Gas Natural Propane	71322
69	71323-Gasoline	71323
70	71325-Steam	71325
71	71332-License Tags	71332
72	71333-Manufacturing Supplies	71333
73	71334-Merchandise	71334
74	71335-Packaging and Shipping Supplies	71335
75	71341-Laboratory Supplies	71341
76	71342-Medical and Dental Supplies	71342
77	71343-Field Supplies	71343
78	71351-Building Repair and Maint Supp	71351
79	71352-Custodial Repair and Maint Supp	71352

80	71353-Electrical Repair and Maint Supp	71353
81	71354-Mechanical Repair and Maint Supp	71354
82	71355-Vehicle Repair and Maint Supplies	71355
83	71356-Highway Repair and Maintenance Mate	71356
84	71361-Clothing Supplies	71361
85	71362-Food and Dietary Supplies	71362
86	71363-Food Service Supplies	71363
87	71364-Laundry and Linen Supplies	71364
88	71365-Personal Care Supplies	71365
89	71371-Agricultural Supplies	71371
90	71372-Architectural and Engineering Supp	71372
91	71373-Computer Operating Supplies	71373
92	71374-Educational Supplies	71374
93	71375-Fish and Wildlife Supplies	71375
94	71376-Law Enforcement Supplies	71376
95	71377-Photographic Supplies	71377
96	71378-Recreational Supplies	71378
97	71379-Highway Emergency Operations Mat.	71379
98	71411-Individual Claims and Settlements	71411
99	71413-Premium Awards Honors	71413
100	71414-Unemployment Compensation Awards	71414
101	71415-Unemployment Compensation Reimb	71415
102	71418-Incentives	71418
103	71422-Student Loans	71422
104	71423-Tuition and Training Aids	71423
105	71424-Tuition Waiver	71424
106	71425-Undergraduate Scholarships	71425
107	71428-Senior Citizen Tuition Remission	71428
108	71441-Payments to Sub-state Entities	71441
109	71452-Grants to Nongov Organizations	71452
110	71482-Agency Indirect Cost Recoveries	71482
111	71512-Automobile Liability Insurance	71512
112	71516-Property Insurance	71516
113	71523-Computer Software Capital Leases	71523
114	71524-Equipment Capital Leases	71524
115	71525-Building Capital Leases	71525
116	71526-Land Capital Leases	71526
117	71527-Land and Building Capital Leases	71527
118	71532-Computer Processor Rentals	71532
119	71533-Computer Software Rentals	71533

120	71534-Equipment Rentals	71534
121	71535-Building Rentals	71535
122	71536-Land Rentals	71536
123	71537-Land and Building Rentals	71537
124	71541-Agency Service Charges	71541
125	71542-Electrical Service Charges	71542
126	71543-Refuse Service Charges	71543
127	71544-Water and Sewer Service Charges	71544
128	71545-DGS Parking Charges	71545
129	71546-SPCC Check Fees	71546
130	71547-Private Vendor Service Charges	71547
131	71551-General Liability Insurance	71551
132	71554-Surety Bond Insurance	71554
133	71555-Workers Compensation Insurance	71555
134	71564-Equipment Installment Purchases	71564
135	72111-Acquisition, Property	72111
136	72123-Plants	72123
137	72131-Site Improvements	72131
138	72132-Site Preparation	72132
139	72133-Utilities	72133
140	72211-Desktop Client Computers	72211
141	72212-Mobile Client Computers	72212
142	72215-Network Servers	72215
143	72216-Network Components	72216
144	72217-Other Computer Equipment	72217
145	72218-Computer Software Purchases	72218
146	72221-College Library Books	72221
147	72222-Educational Equipment	72222
148	72224-Reference Equipment	72224
149	72231-Electronic Equipment	72231
150	72232-Photographic Equipment	72232
151	72241-Laboratory Equipment	72241
152	72243-Field Equipment	72243
153	72253-Construction Equipment	72253
154	72254-Motor Vehicle Equipment	72254
155	72255-Power Repair and Maintenance Equip	72255
156	72258-Motorized Equipment Improvements	72258
157	72261-Office Appurtenances	72261
158	72262-Office Furniture	72262
159	72263-Office Incidentals	72263

160	72264-Office Machines	72264
161	72271-Household Equipment	72271
162	72272-Law Enforcement Equipment	72272
163	72274-Non-Power Repair and Maint Equip	72274
164	72275-Recreational Equipment	72275
165	72276-Traffic Control Equipment	72276
166	72278-Specific Use Equipment Improvements	72278
167	72281-Built-in Equipment	72281
168	72282-Fixtures	72282
169	72283-Mechanical Equipment	72283
170	72299-Intra-Agency Recoveries for Equip	72299
171	72321-Construction, Bridges	72321
172	72322-Construction, Buildings	72322
173	72324-Construction, Water Ports	72324
174	72327-Construction, Bridges and Highways	72327
175	72328-Construction, Buildings Improvement	72328
176	73111-Bond Issuance Expenditures	73111
177	73112-Bond Issuance Fees	73112
178	73116-Revenue Bond Interest Retirement	73116
179	73117-Revenue Bond Principal Retirement	73117

Acct Desc	Card Acct
Express Services	5012110
Outbound Freight Services	5012120
Messenger Services	5012130
Postal Services	5012140
Printing Reproduction Services	5012150
Telecommunications Services VITA	5012160
Telecom Services Non State	5012170
Inbound Freight Services	5012190
Organization Memberships	5012210
Publication Subscriptions	5012220
Employee Training and Conferences	5012240
Employee Tuition Reimbursement	5012250
Employee Training Consulting Svcs	5012260
Employee Training Transportation	5012270
Clinical Services	5012310
Hospital Services	5012330
Medical Services	5012340
X-ray and Laboratory Services	5012360
Insurance Prem for Health Services	5012370
Auditing Services	5012410
Fiscal Services	5012420
Attorney Services	5012430
Management Services	5012440
Personnel Management Services	5012450
Public Info and Public Rel Services	5012460
Legal Services	5012470
Media Services	5012480
Recruitment Advertising	5012490
Custodial Services	5012510
Electrical Repair and Maint Svcs	5012520
Equipment Repair and Maint Services	5012530
Extermination Vector Control Svcs	5012540
Highway Repair and Maint Services	5012550
Mechanical Repair and Maint Svcs	5012560
Plant Repair and Maintenance Srvcs	5012570
Reclamation Services	5012580
Vehicle Repair and Maint Services	5012590
Architectural and Engineering Srvcs	5012610

Aviation Services	5012620
Clerical Services	5012630
Food and Dietary Services	5012640
Laundry and Linen Services	5012650
Manual Labor Services	5012660
Production Services	5012670
Skilled Services	5012680
Program Design and Development VITA	5012710
VITA Information Tech Integration	5012720
Prog Design and Development State	5012730
Computer Hardware Maint Services	5012740
Computer Software Maint Services	5012750
Computer Operating Services VITA	5012760
Computer Operating Srvcs Non State	5012770
VITA IT Infrastructure Services	5012780
Computer Software Development Srvcs	5012790
Moving and Relocation Services	5012810
Travel Personal Vehicle	5012820
Travel Public Carriers	5012830
Travel State Vehicles	5012840
Travel Subsistence and Lodging	5012850
Travel Supplements and Aid	5012860
Travel Meal Reimb - Reportable	5012870
Travel Meal Reimb - Not Reportable	5012880
Apparel Supplies	5013110
Office Supplies	5013120
Stationery and Forms	5013130
Coal	5013210
Gas Natural Propane	5013220
Gasoline	5013230
Steam	5013250
License Tags	5013320
Manufacturing Supplies	5013330
Merchandise	5013340
Packaging and Shipping Supplies	5013350
Laboratory Supplies	5013410
Medical and Dental Supplies	5013420
Field Supplies	5013430
Building Repair and Maint Supp	5013510
Custodial Repair and Maint Supp	5013520

Electrical Repair and Maint Supp	5013530
Mechanical Repair and Maint Supp	5013540
Vehicle Repair and Maint Supplies	5013550
Highway Repair and Maintenance Mate	5013560
Clothing Supplies	5013610
Food and Dietary Supplies	5013620
Food Service Supplies	5013630
Laundry and Linen Supplies	5013640
Personal Care Supplies	5013650
Agricultural Supplies	5013710
Architectural and Engineering Supp	5013720
Computer Operating Supplies	5013730
Educational Supplies	5013740
Fish and Wildlife Supplies	5013750
Law Enforcement Supplies	5013760
Photographic Supplies	5013770
Recreational Supplies	5013780
Highway Emergency Operations Mat.	5013790
Individual Claims and Settlements	5014110
Premium Awards Honors	5014130
Unemployment Compensation Awards	5014140
Unemployment Compensation Reimb	5014150
Incentives	5014180
Student Loans	5014220
Tuition and Training Aids	5014230
Tuition Waiver	5014240
Undergraduate Scholarships	5014250
Senior Citizen Tuition Remission	5014280
Payments to Sub-state Entities	5014410
Grants to Nongov Organizations	5014520
Agency Indirect Cost Recoveries	5014820
Automobile Liability Insurance	5015120
Property Insurance	5015160
Computer Software Capital Leases	5015230
Equipment Capital Leases	5015240
Building Capital Leases	5015250
Land Capital Leases	5015260
Land and Building Capital Leases	5015270
Computer Processor Rentals	5015320
Computer Software Rentals	5015330

Equipment Rentals	5015340
Building Rentals	5015350
Land Rentals	5015360
Land and Building Rentals	5015370
Agency Service Charges	5015410
Electrical Service Charges	5015420
Refuse Service Charges	5015430
Water and Sewer Service Charges	5015440
DGS Parking Charges	5015450
SPCC Check Fees	5015460
Private Vendor Service Charges	5015470
General Liability Insurance	5015510
Surety Bond Insurance	5015540
Workers Compensation Insurance	5015550
Equipment Installment Purchases	5015640
Acquisition, Property	5021110
Plants	5021230
Site Improvements	5021310
Site Preparation	5021320
Utilities	5021330
Desktop Client Computers	5022110
Mobile Client Computers	5022120
Network Servers	5022150
Network Components	5022160
Other Computer Equipment	5022170
Computer Software Purchases	5022180
College Library Books	5022210
Educational Equipment	5022220
Reference Equipment	5022240
Electronic Equipment	5022310
Photographic Equipment	5022320
Laboratory Equipment	5022410
Field Equipment	5022430
Construction Equipment	5022530
Motor Vehicle Equipment	5022540
Power Repair and Maintenance Equip	5022550
Motorized Equipment Improvements	5022580
Office Appurtenances	5022610
Office Furniture	5022620
Office Incidentals	5022630

Office Machines	5022640
Household Equipment	5022710
Law Enforcement Equipment	5022720
Non-Power Repair and Maint Equip	5022740
Recreational Equipment	5022750
Traffic Control Equipment	5022760
Specific Use Equipment Improvements	5022780
Built-in Equipment	5022810
Fixtures	5022820
Mechanical Equipment	5022830
Intra-Agency Recoveries for Equip	5022990
Construction, Bridges	5023210
Construction, Buildings	5023220
Construction, Water Ports	5023240
Construction, Bridges and Highways	5023270
Construction, Buildings Improvement	5023280
Bond Issuance Expenditures	5031110
Bond Issuance Fees	5031120
Revenue Bond Interest Retirement	5031160
Revenue Bond Principal Retirement	5031170