

# EXPENDITURE REQUEST FORM

Please complete all applicable fields and submit to ap@cvre.org

All capital equipment, and computers/laptops must be purchased by CVRE. Personal reimbursement for these items is **not** allowed.

To be read in conjunction with instructions on **page 2**.

Select One:    Purchase    Reimbursement	Today's Date
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<p><b>Vendor/Payee Information</b></p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Email/ Phone _____</p> <p>Foreign Vendor?    Yes    No</p> <p>Item to use or store PHI/PII?    Yes    No</p>	<p><b>Budget Information</b></p> <p>Fund Acct # _____</p> <p>Fund Name _____</p>
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Cat #	Description	Qty	Unit Cost	Cost Ext.

<p><b>***If total amount is over \$10K, please complete <span style="color:red">Vendor Justification Form</span>.</b></p>	<table border="1" style="width:100%"> <tr><td style="text-align:right"><b>Subtotal</b></td><td>_____</td></tr> <tr><td style="text-align:right">Ship/Handle</td><td>_____</td></tr> <tr><td style="text-align:right"><b>Total</b></td><td>_____</td></tr> </table>	<b>Subtotal</b>	_____	Ship/Handle	_____	<b>Total</b>	_____
<b>Subtotal</b>	_____						
Ship/Handle	_____						
<b>Total</b>	_____						
<p><b>Relevance to VA Mission:</b></p>							

Select one:

**Product links** - Please provide the weblink for orders below:      Click to Attach quote, invoices or receipts

Requestor Signature	Date	Principal Investigator Signature	Date
CVRE OFFICE USE ONLY			

CVRE Signature	Date	GL Account:
		If over \$10K Sam.gov exclusion checked?

The **Expenditure Request Form** is used to request the purchase of an item, or to seek Reimbursement for expenses already paid. CVRE prefers to purchase directly from the vendor, however in some circumstances it may be necessary for VA/CVRE staff to purchase directly and then obtain reimbursement. It is recommended that prior approval is obtained before purchasing to ensure the item is allowable.

All items must be purchased by and delivered to CVRE. Complete Expenditure Request Form, attach quote and CVRE will place the order. Orders are shipped to the CVRE office. If exceptions are needed, please contact [ap@cvre.org](mailto:ap@cvre.org).

Expenditure for travel (including prior approval), participant payments and contractual services require separate forms to be completed: see [cvre.org](http://cvre.org) or contact [ap@cvre.org](mailto:ap@cvre.org).

### **Expenditure Request Form Instructions**

- Check the applicable box:
  - to request the Purchase of an item, or
  - seek Reimbursement for expenses already paid.
- Enter Today's date.
- Vendor/Payee Information: Enter name, address (or website), email and phone number.
- Foreign Vendor: Check box "Yes" or "No".
- Is item to be used for, or to store PHI/PII? Check box "Yes" or "No"
- Fund Acct # & fund name: Enter CVRE fund account number and fund short name
- Enter details of the item(s) to be purchased or expenses to be reimbursed:
  - Catalog or item # (if available), description, quantity, and unit cost. The form will automatically calculate the cost extension and Subtotal.
  - For purchases over \$10,000, a [Vendor Justification Form](#) must also be submitted
  - Enter estimated shipping or handling costs.
- Relevance to VA Mission: Use drop down menu and select the description that best justifies how the purchase/reimbursement relates to VA research or education. If not described, select "Other-describe below:" and outline how the purchase or expense supports VA approved research.
- Product links: where available, provide the weblink(s) for the order.
- **Click to Attach** quotes, invoices or receipts: *Alternatively, documents can be included as separate attachments on the email. All quotes & invoices must name CVRE (not MVAHCS).*
- Requestor & PI Signature & Date: Sign and date form.

### **Additional Purchasing steps**

- When items are received, the Requestor should inspect for damage, defects or other discrepancies or errors. The accompanying packing slip should be signed and dated and sent to CVRE.
- If a packing slip was not included then the Requestor should email [ap@cvre.org](mailto:ap@cvre.org) and confirm the details and condition of the item, quantity and date received.
- CVRE will not pay an invoice without a packing slip or email confirmation.

### **Use of Residual Funds:**

Allowable items: professional books, capital equipment, computers/laptops, memberships/dues, journal subscriptions, supplies, publication fees, meetings & conference support. For details refer to: [Residual Funds Policy and Procedures](#), [Residual Funds Policy - Addendum](#) and [Meeting & Conference Support Policy](#)