



America-to-go VTF Charge Fund Request & Certification

Requestor's Name: _____

Requestor's Department: _____

Email & Phone: _____

Six-Digit Organization Code for university Banner Fund: _____

Associated VTF Fund number (8xxxxx): _____

Financial Manager* (if desired): _____

**Not required. If requested, please provide 90XXXXXXXX number*

Certification Statement:

I certify the following:

- The VTF fund number provided has sufficient funds to cover purchases made through America-to-go using university systems;
- The university fund provided will only be used for purchases made via the America-to-go process & procedure that need to be billed to and paid by the Virginia Tech Foundation;
- The fund provided will be reviewed monthly in the normal course of business along with other monthly fund financial reviews in accordance with university policy 3100;

Authorized Approver Printed Name: _____

Authorized Approver Signature: _____

PLEASE RETURN COMPLETED FORM TO GENACTG@VT.EDU

For Controller's Office Use Only:

New funds should be assigned in the 970XXX series under predecessor 81075