



Tobacco Region Revitalization Commission

Instructions for Completing Grant Payment Request Form (Accounting Voucher):

1. Enter the name for the entity that will receive the funds
2. Enter the address where the payment should be mailed
3. Under Vendor ID, enter the federal tax identification number of the entity
4. Enter the Grant Number (this number can be found in the top, right-hand box of the letter of agreement).
5. Under Grantee Contact Name, enter the name of the person to contact if there are questions about any disbursement requests or supporting documentation
6. Under Phone Number, enter the area code and phone number of the Grantee contact person
7. For Request #, enter the sequential number of the request for funds for this grant award
8. Enter the Project Name, as listed on the original application
9. Enter the beginning and ending dates that this payment or reimbursement would include
10. Under Activity and Amount, enter a description of each budget line item and corresponding amount for which payment is requested
11. Enter the Total Amount being requested
12. Attach a spreadsheet showing the budget for the approved award (using the budget line items that were included in the application or the revised approved budget), the amount previously drawn from each budget line in past reimbursement requests, and the amount of funds that are currently being requested from each budget line.
13. Have the person authorized to make disbursement requests sign and date the voucher
14. Make a copy of the voucher for your records
15. Mail the original signed voucher with attached supporting documentation (spreadsheet, invoices, receipts, etc.) to your respective grant program administrator.

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The Payment Request Form (Accounting Voucher) may be downloaded from the Tobacco Commission's web site at www.tic.virginia.gov under Current Funding Info.