



Virginia Correctional Enterprises
 8030 Whitebark Terrace
 Richmond, VA 23237
 804.743.4100 FAX: 804.743.2206

VCE RELEASE REQUEST

AGENCY INFORMATION:

Date: _____

City: _____

From: _____

Phone: _____

Agency: _____

Fax: _____

ATTACH PICTURE/DIAGRAM, SPECIFICATIONS, AND PRICE.

| <u>DESCRIPTION:</u> Mfr., Item Number, PO# for open | QTY | DOLLAR AMOUNT | RELEASED | |
|---|-----|---------------|----------|----|
| | | | YES | NO |
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REASON FOR REQUEST:

RELEASE REQUESTED BY: _____ DATE: _____

VCE AUTHORIZED SIGNATURE: _____ DATE: _____

VCE REMARKS (Maintain for your records)

TO CANCEL EXISTING ORDER SEND CHANGE ORDER NOTIFICATION