Old Dominion University
Virginal Correctional Enterprises (VCE)
Release Form

From:

Department:	
Contact:	
Phone:	
Date:	

Send to Materiel Management with Requisition w/hard copy of image or picture. Attach Electronically to e-VA PR (Requisition) w/scanned image or download from vendor catalog.

Attach a Picture/Diagram, Specifications, and Price as stated above

Description: Mfg., Item #, P.O.#, Etc.	**Qty**	**Dollar Amount**	**Released (Yes)**	**Not Released (No)**

Reason for Request:	**Signature:**
	Title:
	Date:

For Materiel Management/VCE Use Only:

VCE Authorized Signature_____**Date**_____

VCE
Remarks_____
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Materiel Management Remarks

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