**Old Dominion University**
**Virginia 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)** |
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| **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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