



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

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