



VCE RELEASE REQUEST

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AGENCY INFORMATION:

Date: _____
 From: _____
 Agency: _____
 City: _____
 Phone: _____
 Fax: _____

ATTACH PICTURE/DIAGRAM, SPECIFICATIONS, AND PRICE

DESCRIPTION:Mrf., Item Number, PO# for open order	QTY	DOLLAR AMOUNT	RELEASED	
			YES	NO

REASON FOR REQUEST;

RELEASE REQUESTED BY: _____ **Date:** _____

Signature/Agency Contact

VCE AUTHORIZED SIGNATURE: _____ **DATE:** _____

VCE REMARKS (maintain for your records):
