



RIVR PURCHASE ORDER

Ship/Invoice to: Richmond Institute for Veterans Research 1201 Broad Rock Blvd Research Service 151 Richmond, VA 23249	Email order forms to: VHARICMRIADMIN@va.gov RIVR Contacts: Mikela July 804-675-5893 Alexis Coleman 804-675-5365
---	---

Asterisk () indicates fields that must be completed*

*Today's Date	*Placed By	*Your Ext/Alternate	Date Needed	Special Instructions

*VENDOR NAME	PHONE #

Stock #	*Description (Provide link for all Amazon orders and for other orders when possible)	*Quantity	*Unit Price	*Total

*Reason for Purchase (Brief description of why you are requesting this purchase) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		Subtotal	
		Shipping/Handling	
		Tax	
		Total	
*Investigator Name	*Signature of Approving Official		
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

Email completed forms to VHARICMRIADMIN@va.gov

For Office Use

Account #	
Placed by	
Ship on	
Delivery on	
Ref #	

For Office Use

PO#	
-----	--