



## RIVR PURCHASE ORDER

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

<b>*Reason for Purchase (Brief description of why you are requesting this purchase)</b> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Subtotal Shipping/Handling Tax Total
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Email completed forms to VHARICMRIADMIN@va.gov

*For Office Use*

Account #	
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