



Virginia Institute
of Procurement

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Pay by Check Form

Date rec'd _____

Date paid _____

Please complete the following registration form.

If paying by check, make checks payable to: Treasurer of Virginia

Send the check with this registration form to Division of Purchases & Supply/ VIP

1111 E Broad St 7th floor, Richmond, VA 23219.

Fax or email a copy of the registration form to VIP at vipregistration@dgs.virginia.gov

or 804-371-8937. Registrations are not complete until payment is received.

Print

Date of Application:		
Name: (Last)	(First)	(MI)
Position Title:		
Agency:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
Approval Code for VCA, VCO, or VCM:		
Class(s)	Class Date	Cost
Total Cost		