*Business and Finance*

**To Whom It May Concern:**

**RE: WV 96 Agreement Addendum Form**

**Please complete, sign, and date the attached WV 96 Agreement Addendum Form and mail the original to:**

**Glenville State College**

**200 High Street**

**Glenville, WV 26351**

**Attention: Purchasing Office**

**General Instructions on completing the WV 96 Agreement Addendum Form:**

* **The WV 96 Agreement Addendum Form cannot be modified.**
* **The signatory of the contract or the agreement and the WV 96 Agreement Addendum Form must be the same person.**
* **The date of the signature on the contract or agreement and the WV 96 Agreement Addendum Form must be the same date.**
* **Electronic signatures will not be accepted. Signatures must be in pen/ink. Blue ink preferred.**

**Please let me know if you have any questions or concerns.**

**Joyce Riddle**

**Glenville State College**

**Director of Purchasing**

**Phone: 1-304-462-6184**

**Email:** **joyce.riddle@glenville.edu**

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