



Business and Finance

To Whom It May Concern:

RE: WV 96 Agreement Addendum Form and/or WV 96A Agreement Addendum Form for Software

Please complete, sign, and date the attached WV 96 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**