



Business and Finance

To Whom It May Concern:

**RE: WV-96 State of West Virginia Addendum to Vendor's Standard Contractual Forms
Referred to as WV-96**

Please complete, sign, and date the attached WV-96 form and email it to joyce.riddle@glenville.edu or mail it to:

Glenville State College
200 High Street
Glenville, WV 26351
Attention: Purchasing Office

General Instructions on completing the WV-96 form:

- The WV-96 form cannot be modified.
- The signatory of the contract or the agreement and the WV-96 form must be the same person.
- The date of the signature on the contract or agreement and the WV-96 form must be the same date.
- Electronic signatures will be accepted.
- Physical 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