Purchase Change Request

Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

Order # MU17BOOKSTORE

FY	Buyer	Date	Account	P.O. Date	Contract
20	JH	10/14/2019	Various	7/1/2016	MU17BOOKSTORE

Document
- ☐ Requisition (Cancellation only)
- ☐ Regular Purchase Order
- ☐ Contract Purchase Order
- ☑ Open End Contract Purchase
- ☐ Agreement

Document Action
- ☐ Cancellation
- ☐ Increase/Decrease
- ☐ Unused Balance
- ☐ Freight
- ☐ Renewal
- ☐ Extension Error
- ☐ Error in Total Amount
- ☐ Change of Account
- ☑ Change of Vendor Name/Address
- ☐ Other

Vendor Name, Address, Phone #, etc. | Vendor Code

Follett Higher Education Group, Inc.
3 Westbrook Corporate Center Suite 200
Westchester, IL 60154

Ph# 800-365-5388 Fax FEIN# 36-2593135

BOG Unit Name & Address
Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

Item#	Quantity	Description of Change	Unit Price	Extended Price
		Change Order # 4 To change Vendor name and address Vendor name and address changed from: Follett Higher Education Group 3 Westbrook Corporation Westchester, IL 60154 To read as: Follett Higher Education Group, Inc. 3 Westbrook Corporate Center Suite 200 Westchester, IL 60154 Effective date of changes: 10/14/2019 All other terms, conditions, and specifications contained in the original contract and all authorized change orders remain unchanged.		

Reason for Change: To change Vendor name as "Inc" was inadvertently omitted from the previous change orders and to correct the address.

Previous Total	$	Open-End
Increase	$	
Decrease	$	
New Total	$	Open-End

Approved: Angela White Negy 10/14/19
Authorized Signature Date

N/A
Attorney General **if** required Date

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