Purchase Change Request

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

Order # MU17ELEVATOR

FY	Buyer	Date	Account	P.O. Date	Contract
2019	HRS	06/13/2019	Various	11/13/2016	MU17ELEVATOR

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

OTIS ELEVATOR COMPANY
4768 CHIMNEY DRIVE
CHARLESTON, WV 25302

Ph# (304) 965-2780 Fax FEIN# 13-5583389

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 # 8 Change order #8 is issued to correct the vendor's name. Vendor's Name now reads: OTIS ELEVATOR Change Vendor's Name to read: OTIS ELEVATOR COMPANY		

Reason for Change: State Auditor Payment Rejections

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

Approved: Stephanie [signature] 6.13.19
Authorized Signature Date

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

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