

CHANGE NOTICE

Orig. Campus Code 28010	Date (MM) (DD) (YY) 02/16/08	Federal Tax Exemption Number 14740026K	Comptroller's Contract No	Commodity Group No. 79999 00	Purchase Order No. 54321
Originating Campus University at Albany			P. O. NO. MUST SHOW ON ALL BILLS AND CORRESPONDENCE		
Vendor Mrs. Vendor 83 Money Lane Change, New York 12222			Ship to State University at Albany Attn: End User Jane Doe Purchase Order Number- 54321 1400 Washington Avenue MSC B88 Albany NY 12222		
Unless Otherwise Indicated, All Prices Are FOB Destination			Bill to State University at Albany Accounts Payable Purchase Order Number- 54321 1400 Washington Avenue MSC Room 203 Ph. 518-442-3197 Albany NY 12222		
Discount Terms % Days			Revised Total Amount \$99.58		
Vendor: Direct Questions To Purchasing Dept, 518-437-4579					
Reason for Change Wrong Quantity					

Item No.	Description of Material/Service	Quantity	Unit	Price	Amount
	Ship Attn of End User Jane Doe ***** White Latex Paint- Gallon	2	ea.	99.58	199 16

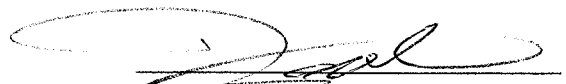
SAMPLE CHANGE NOTICE

PO/Contract	Line	Act	Amount	Dept.	Cost Center	Var.	Yr.	Object
	MLT	A	199 16	28	101018	3R	08	56260
			SUNY ACCOUNT	SUB	OBJECT			
			990099	00	5626			

PO/Contract	Line	Act	Amount	Dept.	Cost Center	Var.	Yr.	Object
			SUNY ACCOUNT	SUB	OBJECT			

Campus Use
Initialed by DMM

VENDOR


Authorized Signature