

ADVICE OF CHANGE IN CONTRACTUAL DOCUMENT	STATE OF ALASKA Division of General Services <input checked="" type="checkbox"/> 333 Willoughby Avenue / 7th Floor <input type="checkbox"/> 2400 Viking Drive P.O. Box 110210 Anchorage, AK 99501 Juneau, Alaska 99811-0210	CONTRACTUAL DOCUMENT NO.
S H I P T O	DATE DELIVERY REQ. AT DESTINATION	DATE OF ORDER
	F.O.B. POINT FINAL DESTINATION	PR # / DATE ASSIGNED
	ORDER ISSUED IN CA# EXP. DATE:	
	ACCORDANCE WITH BID # DATED:	
CONTRACTOR: ADDRESS: CONTACT NAME: TELEPHONE NUMBER: FAX:	GS VENDOR CODE: FED. TAX ID #:	SHIPPING INSTRUCTIONS:
SEND INVOICE IN DUPLICATE TO: <input checked="" type="checkbox"/> "SHIP TO" Address OR <input type="checkbox"/> As Specified in Description		
NOTE: This order constitutes a binding commitment between the State and the contractor listed hereon. Unauthorized modification without the expressed prior approval of the contracting authority will result in a financial obligation on the contractor and/or unauthorized State personnel making the change.		
THIS IS AMENDMENT NO.:	THE INFORMATION SHOWN ABOVE HAS BEEN CHANGED <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (Explanation below)	DATE OF CHANGE ORDER:
DESCRIPTION		
CONTRACTING AUTHORITY NAME Choose Name	TITLE Contracting Officer	SIGNATURE
ENCUMBRANCE REFERENCE NUMBER:		PAGE 1 OF
IMPORTANT:		
1. Order number and received department name must appear on all invoices and documents relating to this order. 2. Do not overship or substitute. 3. Receipted freight bills must accompany claims for freight charges. 4. The State is registered for tax free transactions under Chapter 32, IRS Code, Registration No. 92-73-0006K. Items are for the exclusive use of the State and not for resale.		
DISTRIBUTION: ORIGINAL TO CONTRACTOR ONE COPY TO JUNEAU GENERAL SERVICES ONE COPY TO RECEIVING DEPARTMENT SUPPLY SECTION		

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STATE OF ALASKA

Division of General Services



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DESCRIPTION, Continued