



**SOUTHEAST MISSOURI  
STATE UNIVERSITY · 1873**

**REQUEST FOR PROPOSAL 5842  
AMENDMENT 1**

**DELIVERY INSTRUCTIONS**

For USPS/FedEx/UPS, etc.  
Proposals must be mailed to:  
Purchasing Department  
Southeast Missouri State University  
One University Plaza, Mail Stop 3280  
Cape Girardeau, MO 63701

OR delivered by offeror to:  
Purchasing Department  
Academic Hall Room 200F  
Normal Avenue  
Cape Girardeau, MO 63701

**TITLE: PURCHASING CARD AND EPAYABLES  
SERVICES**

**DATE: NOVEMBER 14, 2016**

**BUYER: LYNDA SEABAUGH  
ASSISTANT CONTROLLER**

**EMAIL: lseabaugh@semo.edu**

**PHONE: (573) 651-2076**

**PROPOSAL MUST BE RECEIVED NO LATER THAN:**

**DATE: NOVEMBER 28, 2016**

**TIME: 3:30 P.M.**

**MUST BE SIGNED TO BE VALID**

The offeror hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME			CURRENT DATE
MAILING ADDRESS			TELEPHONE NUMBER/EXT.
CITY		STATE	ZIP CODE
CONTACT PERSON	CONTACT PERSON EMAIL ADDRESS		FACSIMILE NUMBER
DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION      PROMPT PAYMENT TERMS: _____%    _____ DAYS    NET _____ DAYS			
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)			
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY			DATE

SOUTHEAST MISSOURI STATE UNIVERSITY  
PURCHASING CARD AND EPAYABLES SERVICES  
REQUEST FOR PROPOSAL 5842

AMENDMENT #1

The offeror is hereby notified that Request for Proposal 5842 is clarified as follows:

1. The most recent financial statements for the University can be obtained via the internet:  
[http://www.semo.edu/controller/financial\\_reports.html](http://www.semo.edu/controller/financial_reports.html).
2. The RFP closing date and time remain the same.

All other terms and conditions of Request for Proposal 5842 remain the same.

If you have any questions regarding this information, please contact the Purchasing Department at 573-651-2076.

*To acknowledge receipt of this amendment, the offeror should complete, sign, and return with the proposal response.*