



## Towson University

Procurement Department  
7720 York Road  
Towson MD 21252  
United States

**Vendor:** 0000000712  
Cintas Corporation  
(EFT) PO Box 630803  
Cincinnati OH 45263

## Purchase Order

### CHANGE ORDER - CHANGES ONLY Dispatch via Print

Purchase Order	Date	Revision	Page
TOWSN-S0000009477	01/31/2019	1 - 04/07/2020	1
Payment Terms	Freight Terms	Ship Via	
Net 30	Destination - Vendor Pays	Common Car	
Buyer	Phone	Currency	
Michelle Compton	410/704-2050	USD	

**Ship To:** CENTRRECV  
Towson University  
8000 York Rd  
Towson MD 21252  
United States

**Bill To:** Towson University  
Accounts Payable Office  
8000 York Road  
Towson MD 21252  
United States

**Tax Exempt?** Y **Tax Exempt ID:** 30002563

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
5- 1	CO #1		1.00	\$\$\$	1,768.00	1,768.00	04/07/2020

Confirming Payment to pay for invoices to cover additional fees associated with the new TU brand.

In order to pay the attached invoices in full \$1,768.00 needs to be added to TU budget code 21510.

Original PO Amount: \$79,000  
CO #1 Amount: \$1,768.00 (4/7/2020)  
New PO Amount: \$80,768.00

Invoices should be e-mailed to Accounts Payable at AP@towson.edu or mailed directly to Towson University, Accounts Payable, 8000 York Road, Towson, MD 21252. Please indicate your federal tax identification or social security number on all invoices. Include the Towson University purchase order number on all related invoices, delivery memoranda, bills of lading, packages and correspondence.

Authorized Signature

DocuSigned by:

Robert Engel

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