



**ADDENDUM NO. 1, DATED 6/13/2024**

RE: TO FURNISH AND DELIVER DIPLOMA COVERS ON AN AS NEEDED  
BASIS FOR THE SOUTHEASTERN LOUISIANA UNIVERSITY  
OFFICE OF THE REGISTRAR

Dear Bidder,

BID OPENING DATE/TIME: June 25, 2024, 4:00 P.M., Central Time

For clarification:

**This bid is for Diploma covers only.** Diploma inserts (Diplomas) are not included in this Invitation to Bid. Please disregard any reference to Diploma inserts or Diplomas on pages 8-10.

Bidder should reference the addendum in the appropriate blank on the Bid Response Form to acknowledge receipt of the addendum.

Sincerely,

*Monette Scott*

Monette Scott  
Procurement Analyst

cc: Physical Plant  
File

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Addendum Acknowledged By:

Name of Business: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_