



WEST VIRGINIA PURCHASING DIVISION

Cooperative Purchasing Request, Justification, and Approval

Statutory Authority: Pursuant to West Virginia Code §5A-3-19 and the Code of State Rules 148-1-7.8.a, the Director of the West Virginia Department of Administration, Purchasing Division, may authorize a spending unit to participate in cooperative purchasing if the goods or services are deemed available and financially advantageous to the state of West Virginia.

Department/Agency Request: The spending unit interested in becoming a party to a cooperative contract must submit its request to the State Purchasing Director for review. Incomplete forms and/or insufficient supporting documentation may result in a denial of the request.

Requestor Information (Required):

Department/Agency:

Contact Person:

Contact Number:

Cooperative Contract Information (Required):

Contract Number:

Contract Commodity/Service:

Estimated Contract Spend:

Select One: Contract Source (Identify the source of the cooperative contract by checking the appropriate box below)

☐ **Public Cooperative Entity (i.e. NASPO)**
List cooperative entity: _____

☐ **Federal Government (i.e. GSA)**

☐ **State Entity Other than West Virginia (i.e. PA)**
List State Entity: _____

☐ **West Virginia State Entity (i.e. GSD)**
List state entity: _____

☐ **Other Public Body (i.e. City of Charleston)**
List Public Body: _____

Select One: Intended Use of Contract (Check the box below that applies)

☐ **Single (one-time) purchase**

☐ **Join as a party or add spending unit to existing contract (open-end contract)**

☐ **Lead or participate in solicitation for cooperative procurement**

