



State of West Virginia Agency Master Agreement

Order Date: 2025-11-03

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.

Order Number:	AMA 1200 A100 AUD240000008 2	Procurement Folder:	1448019
Document Name:	EMERGENCY CONTRACT-PROVIDE PURCHASING CARD SERVICE	Reason for Modification:	
Document Description:	EMERGENCY CONTRACT- PROVIDE PURCHASING CARD SERVICE	c/o 2 TO RENEW UNDER SAME TERMS, CONDITIONS AND SPECIFICATIONS AS ORGINAL EMERGENCY CONTRACT (OPTIONAL 1 YEAR RENEWAL)	
Procurement Type:	Agency Master Agreement		
Buyer Name:	Julie A Myers		
Telephone:	(304) 558-2251		
Email:	julie.myers@wvsa.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-11-11
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-11-10

VENDOR			DEPARTMENT CONTACT
Vendor Customer Code:	000000172239		
US BANK NA 10 WEST BROAD ST 12TH FL			Requestor Name: Amy Lewis Requestor Phone: (304) 558-2251 Requestor Email: amy.lewis@wvsa.gov
COLUMBUS	OH	43215	
US			
Vendor Contact Phone:	252-335-5634	Extension:	
Discount Details:			
Discount Allowed	Discount Percentage	Discount Days	
#1 No	0.0000	0	
#2 No			
#3 No			
#4 No			

INVOICE TO	SHIP TO
STATE AUDITOR'S OFFICE 1900 KANAWHA BLVD E	STATE AUDITORS OFFICE 1900 KANAWHA BLVD E
1900 KANAWHA BLVD E	
CHARLESTON	CHARLESTON
WV 25305-0230	WV 25305-0230
US	US

Total Order Amount:

Open End

Approved as to form this 41 day of

Nov., 2025

John B. McCuskey, Attorney General

By:

DEPARTMENT AUTHORIZED SIGNATURE
SIGNED BY : Austin B McVey
DATE: 2025-11-03
ELECTRONIC SIGNATURE ON FILE

Extended Description:

EMERGENCY CONTRACT- PROVIDE PURCHASING CARD SERVICE
EFFECTIVE DATE 11/11/2024-11/10/2025
WITH 1 YEAR OPTIONAL RENEWAL

TERMS & CONDITIONS AND REBATE TO REMAIN THE SAME AS OLD CONTRACT CMAAUD18*01 WITH ONE (1) YEAR OPTIONAL RENEWAL

*USING THE 1 OPTIONAL 1 YEAR RENEWAL- RENEWING UNDER SAME TERMS CONDITIONS AND SPECIFICATION AS THE ORIGINAL EMERGENCY CONTRACT.

* EXTENDING NEW EXPIRATION TO 11/10/2026

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84141602			JOB	\$0.00
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: CREDIT CARD, CHARGE CARD SERVICES

Extended Description:

	Document Phase	Document Description	Page 3
AUD2400000008	Final	EMERGENCY CONTRACT- PROVIDE PURCHASING CARD SERVICE	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



State of West Virginia

Mark A. Hunt

State Auditor

Office of the State Auditor
State Capitol, Building 1, Suite W-100
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
Telephone: (304) 558-2251
Fax: (304) 558-5200
www.wvsao.gov

October 30, 2025

Mr. Frank Whittaker, Assistant Director
West Virginia Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, West Virginia 25305

RE: Justification for Renewal – US BANK EMERGENCY CONTRACT AMAAUD2400000008

Dear Mr. Whittaker:

The State Auditor's Office is requesting to utilize the one-year extension to renew the existing agreement, Emergency Contract AMAAUD2400000008, for Purchasing Card Services from November 11, 2025, to November 10, 2026, due to the agency's need for continuity of services while the State completes major upgrades of interconnected services that directly affect all state agencies as well as higher education institutions and boards/commissions.

The Instant Card replaced DHHR's voucher program for emergency childcare expenses. US Bank currently is the only eligible provider that has this type of product available.

The P-Card program is also administered and fully integrated with the State's ERP system, which is currently undergoing an upgrade. The upgrade will carry forward many P-Card-specific customizations and may introduce new or different integration requirements that will need to be met by any potential P-Card vendor and must therefore be incorporated into a P-Card RFP.

We also are working with US Bank and Marshall University (MU) to expand the use of their card program and are in the middle of their virtual card implementation, including a supplier enablement campaign. Potentially changing P-Card vendors during this implementation could cause great disruption and unnecessary work ultimately creating a financial hardship to MU because of the duplicate work required.

For the reasons above, the Auditor's Office has been unable to solicit and award a new P-Card contract during this first year of the current Emergency Contract. It is critical that the State has the ability to continue to provide P-Card services to all of its state agencies, higher education institutions, and boards/commissions during this period of transition.

If you have any questions or need further information, please feel free to contact me by dialing (304)558-2251.

Sincerely,


Michael Cook
Deputy State Auditor/Chief of Staff



State of West Virginia

Mark A. Hunt
State Auditor

Office of the State Auditor
State Capitol, Building 1, Suite W-100
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305

Toll Free: (877) 982-9148
Telephone: (304) 558-2251
Fax: (304) 558-5200
www.wvsaو.gov

October 30, 2025

U.S.Bank
Cheryl Mielnicki, Vice President- Relationship Manager
10 West Broad Street 12th Floor
Columbus, OH 43215

Dear Ms. Mielnicki:

The West Virginia State Auditor's Office seeks to renew the existing agreement, Emergency Contract AMA AUD2400000008, between the WVSAO and U.S.Bank.

Change Order No. 2 is issued to renew the original Emergency Contract according to all terms, conditions, and specifications contained in the original contract.

Effective date of renewal: November 11, 2025 – November 10, 2026

Renewal Years/Months remaining: Zero.

No other changes. All provisions of the original Emergency Contract shall remain in full force and effect.

If your company accepts this renewal, please sign acceptance below and return to my attention at
julie.myers@wvsaو.gov.

U.S. Bank agrees to renew the contract referenced above for the period stated under the same terms, conditions and pricing as the original Emergency contract.

Ryan Potts

SVP, Finance Director

Printed Name

Ryan Potts

Title

30/10/25

Signature

Date

Ryan Potts

Thank you for your prompt attention to this matter. Please contact me at your convenience should you have any questions.

Sincerely,

Julie Myers
Director of Purchasing

US BANK EMERGENCY CONTRACT

AMAAUD2400000008 2025-2026

Final Audit Report

2025-10-30

Created:	2025-10-30
By:	Julie Myers (julie.myers@wvsao.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAUiXZvEk3BCBCQbHpmDUrOpNhvhA2aCa

"US BANK EMERGENCY CONTRACT AMAAUD2400000008 2025-2026" History

-  Document created by Julie Myers (julie.myers@wvsao.gov)
2025-10-30 - 2:32:24 PM GMT
-  Document emailed to cheryl.mielnicki@usbank.com for signature
2025-10-30 - 2:32:28 PM GMT
-  Email viewed by cheryl.mielnicki@usbank.com
2025-10-30 - 3:20:41 PM GMT
-  Document signing delegated to Ryan Potts (ryan.potts@usbank.com) by cheryl.mielnicki@usbank.com
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-  Document emailed to Ryan Potts (ryan.potts@usbank.com) for signature
2025-10-30 - 4:28:29 PM GMT
-  Email viewed by Ryan Potts (ryan.potts@usbank.com)
2025-10-30 - 4:44:43 PM GMT
-  Document e-signed by Ryan Potts (ryan.potts@usbank.com)
Signature Date: 2025-10-30 - 4:48:24 PM GMT - Time Source: server
-  Agreement completed.
2025-10-30 - 4:48:24 PM GMT



Adobe Acrobat Sign