



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 AUD2400000008 2	Procurement Folder:	1448019
Document Name:	EMERGENCY CONTRACT-PROVIDE PURCHASING CARD SERVICE	Reason for Modification:	c/o 2 TO RENEW UNDER SAME TERMS, CONDITIONS AND SPECIFICATIONS AS ORIGINAL EMERGENCY CONTRACT (OPTIONAL 1 YEAR RENEWAL)
Document Description:	EMERGENCY CONTRACT- PROVIDE PURCHASING CARD SERVICE		
Procurement Type:	Agency Master Agreement		
Buyer Name:	Julie A Myers		
Telephone:	(304) 558-2251		
Email:	julie.myers@wvsao.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				Requestor Name:	Amy Lewis
US BANK NA				Requestor Phone:	(304) 558-2251
10 WEST BROAD ST 12TH FL				Requestor Email:	amy.lewis@wvsao.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 1900 KANAWHA BLVD E CHARLESTON WV 25305-0230 US	STATE AUDITORS OFFICE 1900 KANAWHA BLVD E CHARLESTON WV 25305-0230 US

Total Order Amount:

Open End

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

Approved as to form this 4th day of

Nov. 2025

John B. McCuskey, Attorney General

By:

*[Handwritten Signature]*

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:

*[Handwritten signature]*

	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](http://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,

A handwritten signature in blue ink, appearing to read "Michael Cook".

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.wvsao.gov](http://www.wvsao.gov)

October 30, 2025

U.S. Bank  
Cheryl Mielnicki, Vice President- Relationship Manager  
10 West Broad Street 12<sup>th</sup> 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@wvsao.gov](mailto:julie.myers@wvsao.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

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:	CBJCHBCAABAAuiXZvEk3BCBCQbHpmDUrOpNhvvhA2aCa


## "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  
2025-10-30 - 4:28:29 PM GMT

 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

