

# THE BUYERS NETWORK

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**THE BUYERS NETWORK** is Published Monthly by the Purchasing Division of the West Virginia Department of Administration to Promote Better Value in Public Purchasing

## Ron Price Selected to Oversee Acquisition and Contract Administration Section

Long-time Purchasing employee, Ron Price, has been recently named the Purchasing Division's Assistant Director for the Acquisition and Contract Administration Section. Previously serving as a buyer supervisor in this section, Price replaces Karen Byrd, who retired from the position in May.

"The Purchasing Division is extremely pleased and proud to name Ron Price to this position," Purchasing Director David Tincher said. "Ron brings many years of procurement and state government experience to this position, and that experience will translate to increased customer service for state agencies."

A graduate of Montgomery High School with a bachelor's degree in accounting from West Virginia Institute of Technology (now West Virginia University Institute of Technology), Price has 34 years of experience in state gov-

ernment, including two years with the Family Planning Program with the Department of Health; 13 years with the Revolving Fund Division of the Department of Administration; and 19 years with the Purchasing Division.

Reporting directly to Purchasing Director Tincher, Price will supervise the work of buyers within the division; oversee complex specifications, and review and approve contracts and purchasing orders; interpret Purchasing statutes and Legislative rules; provide assistance to state agency personnel when required; and represent the Purchasing Director at meetings when required.

"Working for the Purchasing Division, and the hard-working individuals within the division, is a particular pleasure," Price said. "I look forward to continuing the work of serving our customers and the citizens of West Virginia."



Ron Price has been named the Purchasing Division's Assistant Director for the Acquisition and Contract Administration Section.

## Surplus Property's Daily Public Sales Continues in Popularity

This summer marked the first year anniversary for the West Virginia State Agency for Surplus Property daily public sales initiative. Legislation went into effect June 8, 2008 which changed the way this program could sell its merchandise to the public.

Gone are the days of the submitting bids on items and waiting five days to see if it was successful. Surplus Property now offers daily direct sales where the public may visit and purchase items on

the same day.

All direct sale items are priced and sold on an "as is, where is" basis. Surplus Property accepts cash and credit cards, but not personal checks. New items are available each week.

The property is available at the Surplus Property facility at 2700 Charles Avenue in Dunbar. For more information, contact Surplus Property at 304-766-2626 or toll-free at 1-800-576-7587.

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# Recognizing Excellence in State Procurement

By Purchasing Director Dave Tincher

Each year, the Purchasing Division is pleased to announce the names of state employees who excel in performing their purchasing or program responsibilities. These individuals are added to our growing list of recipients for our Agency Procurement Officer of the Year and Partner in Purchasing, which we proudly display on our wall as visitors enter the Purchasing Division office.

State purchasing officers are encouraged to nominate a colleague who goes above and beyond their call of duty for the state of West Virginia. At our annual purchasing conference, I will be pleased to continue the tradition of announcing the recipients of our recognition program awards for this year. These individuals serve as our role models for those in our profession.

The Agency Procurement Officer of the Year is celebrating its 14th year of recognizing individuals who have demonstrated high levels of performance and professionalism. The criteria for this award includes the individual's tenure, performance, communication, internal training initiatives, professional development, cost-saving ideas, cooperation with the Purchasing Division and other agency staff, the positive image he or she demonstrates, good purchasing practices, participation in professional purchasing organizations.

The Partner in Purchasing award recognizes an individual who demonstrates an impressive work ethic



and performance with one or more of the programs administered by the Purchasing Division: Fleet Management, Fixed Assets, Surplus Property, TEAM Automated System, and Travel Management. This program provides an opportunity to applaud the agency coordinators who work diligently to see these programs succeed.

It's not too late to nominate one of your co-workers for these recognition programs. Visit <http://intranet.state.wv.us/admin/purchase/Recognition/default.html> for additional information or to electronically nominate someone today! The deadline for nominations is September 1, 2009.

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## Purchasing Division Employee Honored With 'Bid Opening' Retirement Farewell

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What better way to salute a Purchasing Division employee, who is retiring after more than 31 years of state government service than with a "Bid Opening" farewell?

Sandy Joyce, a Purchasing Assistant with the Purchasing Division since 1999, received a cleverly created farewell celebration on July 31 thanks to several agency staffers.

The departure acknowledgment began disguised as a customary bid opening process, which is conducted nearly daily at 1:30 p.m. in the Purchasing Division conference room. Instead of prospective vendors filling the room, family, friends and co-workers were required to sign in on a bid tabulation sheet prior to the start of the surprise gathering. And in keeping with Purchasing Division guidelines, "bids" – better known as guests – who signed in after 1:30 p.m. were subject to being disqualified from the festivities solely upon the discretion of the guest of honor.



Sandy Joyce retired on July 31 from the Purchasing Division after 31 years of state government service.

Once the guest of honor arrived to a packed conference room and a collective shout of "congratulations," Joyce was treated to "bid packages or letters" which were clocked in and identified by pink labels as gifts to be delivered and publicly opened by Joyce.

As the initial excitement of the celebration subsided, Joyce gave an emotional

speech to the staff, noting how she considered them family. A letter of appreciation from Gov. Joe Manchin III was among the many gifts Joyce received.

Joyce began her state government employment in 1978, first working at the Department of Health and Human Resources and then following for Bureau of Employment Programs, the Department of Finance and Administration - Revolving Fund, State Fire Commission and Purchasing Division - Consolidated Publishing Facility before joining the Acquisition and Contract Administration Section of the Purchasing Division in 1999.

Joyce plans to relax and enjoy her retirement and later possibly do some traveling. She is married to Kenny Joyce and has two children, Vicky and Tim, and several grandchildren.

The Purchasing Division thanks Joyce for her years of outstanding service and wishes her the best in her retirement.



## Purchasing Division Welcomes New Buyer



The Purchasing Division is pleased to welcome its newest addition, Buyer Pamela Hodges, to the Acquisition and Contract Administration Section.

A St. Albans resident, Hodges graduated from Nitro High School and attended West Virginia Career College. Previously spending 10 years with the West Virginia Regional Jail and Correctional Facility Authority, she is currently being acclimated and trained for the responsibilities of her new position. Hodges is assigned to work under Buyer Supervisor Roberta Wagner.

## In-House Training Sessions Continue throughout August

The Purchasing Division's in-house training sessions for 2009 continue through the month of August with the three classes scheduled and available to state agency purchasers.

The *Evaluation and Award Process* class is set for 10 a.m.-noon, on Wednesday, August 5, in the Regents Room of the Gaston Caperton Training Center (Building 7).

The *Best Value Procurement* class is scheduled for 10 a.m.-11 a.m., on Thursday, August 13, in Building 15, 1st Floor Conference Room. This workshop is only for individuals requiring Request for Proposal evaluation committee training.

The *Inspection Services* training will be conducted at 10 a.m.-noon, on Wednesday, August 19, in the Regents Room of the Gaston Caperton Training Center (Building 7).

The sessions are **free** and open to agency purchasers. This is a first-year initiative of the Purchasing Division.

For a complete list of classes offered throughout the year with dates, times and course descriptions, or to register for a class, visit [www.state.wv.us/admin/purchase/training/inhouse.htm](http://www.state.wv.us/admin/purchase/training/inhouse.htm) or contact Staff Development Specialist Brian Holmes at 304-558-7022 or by e-mail at [Brian.J.Holmes@wv.gov](mailto:Brian.J.Holmes@wv.gov).

Buyers Network

## New Legislative Rule Approved Affecting Purchasing Posted Online

During the 2009 Regular Session of the Legislative Session, the *Code of State Rule* 148-1 relating to the Purchasing Division was slightly revised to reflect changes relating to negotiation. The *Code of State Rule* 148-1, in its entirety, may be viewed on the Purchasing Division's Web site at <http://www.state.wv.us/admin/purchase/rules.html>.

In this Rule, Section 7.11 which relate to negotiation was revised, which reflects the omission of a former requirement as noted below:

### 7.11. Negotiation When All Bids Exceed Available Funds

7.11.1. Spending units shall submit a valid maximum budgeted amount for each requisition or RFP to the Purchasing Division. The maximum budgeted amount may not be disclosed to any vendor prior to the bid opening and may not be changed after the bid opening.

7.11.2. If all bids meeting requirements exceed the funds available for the purchase, ~~and the Director determines in writing that there are no additional funds available from any other source to permit an award and the best interest of the State will not permit the delay attendant to a resolicitation under revised specifications or for revised quantities;~~ the Purchasing Division may negotiate a lower price within budget with the lowest bidder meeting specifications. If the negotiation does not lead to the budget amount being met, the Director may negotiate a lower price with the next lowest bidder and continue negotiations with participating bidders after negotiations close with the preceding bidder. In conduct-

ing discussions, there may be no disclosure of any information derived from proposals submitted by competing bidders.

7.11.3. If the Purchasing Division solicits bids utilizing a best value procurement, and there is more than one bidder, the Director may negotiate a lower price with the highest ranked bidder. If the Director does not award the contract to the highest scoring bidder, he or she may close negotiations with that bidder and enter into negotiations with the next highest scoring bidder, and may continue to do so in like manner with the remaining responsive and responsible bidders. The Director may not extend an offer to any bidder that is not first extended to the prior bidders in order of rank.

7.11.4. If agencies fail to provide a valid maximum budgeted amount, the Director shall not permit negotiation.

7.11.5. The Director shall determine the method of negotiation.

Additionally, language was revised in another provision in the *Code of State Rule*, which affects Purchasing.

In CSR 186-1 regarding the Purchase of Commodities and Services from the Handicapped, new language was added to Section 3.3.1 which notes, "If the spending unit does not have copies of the most recent solicitation and contract for the service or commodity, the spending unit shall authorize the Purchasing Division to release to the Central Non-Profit Agency (CNA) that information, if available, within ten (10) working days of receipt of request by the CNA."

For more information, contact your agency procurement officer.

## Procurement Officer Profile...

# Carl Smith Takes Long View On State Procurement

As he approaches 35 years of state government employment, Carl Smith has a long view of the changes made throughout the years in public procurement. As the procurement officer for the West Virginia Development Office, he has seen his agency's own name change four times over the years.

A native of Parkersburg, Smith majored in history at West Virginia University before obtaining his masters degree in public administration. Following college, Smith started work with what was then called the Governmental Office of Federal and State Relations (eventually becoming the West Virginia Development Office).

It was soon after the Buffalo Creek flooding, and grant money had begun to find its way to the community. "I was hired to administer sewer and water projects at Buffalo Creek," Smith said. "When I started, what we considered as *grants* had to go through the Purchasing Division." Today, grants are exempt from processing through the Purchasing Division.

Working with the Purchasing Division gave Smith experience in the procurement process, even as the granting process ceased being required through the division. However, Smith said that his work with the Development Office is far from high-end purchases and large procurements.

"We are really a pretty normal agency," he said. "Most of our purchases are office supplies, computers, and the things to make the office work. Most everything we need, we can get through the statewide contracts." Smith said since the increase of agency delegated purchasing authority to the \$25,000 limit, the Development Office may only submit four to five purchase orders a year through the Purchasing Division. "You would not keep a buyer very busy with us," he said with a laugh.

That has not always been the case, Smith said, citing earlier Purchasing Division rules where spending limits for individual agencies were significantly lower and required many purchases to be bid out formerly through the Purchasing Division. "When I started, a calculator for



Carl Smith has close to 35 years of state government. He said the purchases of the West Virginia Development Office run very akin to any typical government office.

your desk was extremely expensive, and in order to buy one, you had to submit a purchase order," he said. "Now it is an item you buy on the P-Card (State Purchasing Card)."

Smith said the Development Office spends very little money itself. "Most of our money passes through on its way to local projects," he said. "We are in the business typically of giving money away."

## Have You Registered Yet for the 2009 Agency Purchasing Conference?

Registration for the 2009 Agency Purchasing Conference is available on the Purchasing Division's Web site. This annual training event is scheduled for Sept. 29-Oct. 2, at Canaan Valley Resort and Conference Center in Davis, West Virginia.

All conference materials and information, as well as online registration, are available at: <http://www.state.wv.us/admin/purchase/conference/agency/2009>.

This year's registration fee remains at \$200 per participant, which includes all group meals and training materials.

Lodging reservations may be made by calling Canaan Valley Resort toll-free at 800-622-4121 (press 1). Please indicate that you are attending our conference to ensure you receive the special rate of \$60 per night. Questions relating to the conference may be directed to our conference coordinators:

- Brian Holmes - (304) 558-7022 ([Brian.J.Holmes@wv.gov](mailto:Brian.J.Holmes@wv.gov))
- Diane Holley - (304) 558-0661 ([Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov))
- Debbie Watkins - (304) 558-3568 ([Debbie.A.Watkins@wv.gov](mailto:Debbie.A.Watkins@wv.gov)).



## Statewide Contract Spotlight...

# Valuable Experience Keeps Remco Sales and Services Going Strong Over the Years

There is no substitute for experience and Remco Sales and Service continues to flourish because of it.

Though the independently-owned business has but seven employees, they combine for more than an impressive 140 years of experience in the office machine business. The Charleston-based company is a recent addition to the statewide contract (DIGCOP09) – which supplies high and low volume digital copier equipment – but is not new to working with state government in general.

“We have been doing business with the state since we opened in 1971,” said John Young, company president.

Young noted Remco was an authorized dealer for several national companies, which had state contracts for such items as faxes, typewriters and word processing equipment and worked with many state agencies through that collaboration.

“We sold and installed multiple lines of machines during those years because the

state agencies we worked with were very satisfied with our service,” Young said

With the DIGCOP09 statewide contract, Remco provides a vast variety of office equipment including such brand names as Muratec and Okidata. The company also sells scanners, shredders, faxes, and paper folding and paper cutting machines. For good measure, Remco also offers printers, typewriters and desktop calculators. Remco provides repair service on all products it sells and installs.

“Remco is a one-stop shop for many of our customers when it comes to office machines,” Young said.

The Department of Health and Human Resources, the Department of Highways and the Supreme Court are three of the state agencies which his company works with often, Young said.

“Our philosophy is to provide our customers with a machine that is right for them and fits their needs,” Young said. “We make sure it is properly in-

stalled and back up the sale with quality service and supplies to keep them running with little or no downtime. We are one of the oldest, if not the oldest office machine company, in Charleston. That says a lot about our business, especially in today’s market.”

Other companies on the DIGCOP09 statewide contract include Aarons Products Inc., Canon USA Inc., Komax Business Systems LLC, Kyocera Mita America Inc., OCE Imagistics, Ricoh Americas Corp., Sharp Electronics Corp., Superior Office Service Inc., West Virginia Business Products, Xerox Corp. and Sharp Electronics Corp.

For more information about Remco Sales and Service, contact:

John Young  
721 Washington Street W.  
Charleston, WV 25302  
304-342-0183  
[www.remco-sales-service.com](http://www.remco-sales-service.com)

*In each issue of **The Buyers Network**, the Purchasing Division will highlight one of our statewide contractors. Providing information about the company and the products offered on the statewide contract, this feature will help familiarize our agency purchasers with our business partners.*

*West Virginia Code, §5A-3-5, authorizes the Purchasing Director to promulgate and adopt standard specifications based on scientific and technical data for appropriate commodities and services. This establishes the quality to which commodities and services to be contracted for, by the state must conform. These standard specifications are used to establish statewide contracts for commodities needed on a repetitive basis. No agency may be exempt from using statewide contracts without prior written approval from the Purchasing Director.*



John Young, President of Remco Sales and Service, is pleased with his company’s relationship with the state as a vendor for the statewide digital copier contract (DIGCOP09). Remco is one of Charleston’s oldest office machine companies, which has been in operation since 1971.

# Purchasing Division Procedures Handbook Updated With Changes, Posted Online

Effective July 1, 2009, changes were made to two sections of the **Purchasing Division Procedures Handbook**, which is available online. Agency procurement officers should take note of the changes and are encouraged to refer the procedure handbook in its entirety at: <http://www.state.wv.us/admin/purchase/Handbook/default.htm>.

A summary of the recent changes include the following text (red text indicates new language added to the handbook; red text with strikethroughs indicates deletion).

The first insertion involves Section 3.2, which deals with **Agency Delegated Acquisitions (\$25,000 or Less)**. This section notes "the Purchasing Division has delegated purchasing authority to state agencies for procurements estimated to cost \$25,000 or less. No agency shall issue a series of requisitions to circumvent this \$25,000 threshold.

**Amounts spent with vendors are viewed comprehensively. State agencies should continuously monitor their expenditures with vendors to ensure that the total amount spent with a given vendor, in a year's time, does not exceed a bid threshold without the proper level of documentation and bidding.**

Agencies must indicate "not to exceed" an amount of \$25,000, which will allow the State Auditor's Office to determine if the involvement of the Purchasing Division and Attorney General's Office is required. ..."

The second change dealt with portions of Section 6: **Agency Delegated Acquisition Procedures**.

**Section 6.1 Definition of Authority:** In accordance with the *Legislative Rules and Regulations*, state agencies may make purchases in the amount of \$25,000 or less of certain commodities and services.

The new language states, "State agencies are encouraged to use the State Purchasing Card as a payment method for purchases, whenever possible, in accordance with State Purchasing Card **guidelines** [~~<http://www.wvsao.gov/pcard/forms/PCardPPManual2006.pdf>~~].

Issuing a series of requisitions or purchase orders to circumvent competitive bidding or to defeat the State Purchasing Card transaction or delegated purchasing limit, commonly referred to as 'stringing,' is prohibited by law. The Purchasing Director has the authority to suspend or reduce purchasing authority for any spending unit that fails to report multiple contract awards that are deemed by the Director to circumvent the \$25,000 threshold within a twelve (12) month period. In the event of suspension or reduction of purchasing authority, the Director shall prescribe revised procedures and limits which may require all spending unit purchases, regardless of amount, be made by the Purchasing Division.

"Most state agencies have a procurement officer who is re-



sponsible and knowledgeable in state purchasing guidelines as well as their own agency procedures. It is important to note that questions from agency personnel relating to purchasing issues should be directed **first** to the respective agency procurement officer rather than directly to the Purchasing Division. If the agency procurement officer needs assistance, they are encouraged to contact the appropriate state buyer in the Acquisition and Contract Administration Section of the Purchasing Division for assistance in preparing specifications. (See Appendix C).

**Amounts spent with vendors are viewed comprehensively. State agencies should continuously monitor their expenditures with vendors to ensure that the total amount spent with a given vendor, in a year's time, does not exceed a bid threshold without the proper level of documentation and bidding."**

#### **Section 6.2.1.1 Requests for Quotations.**

The Request for Quotation (RFQ) should be used to acquire all tangible property (i.e., equipment, supplies, etc.). The RFQ is required for all purchases between \$5,000.01 and \$25,000. Exceptions to this requirement may be granted by the Purchasing Director.

The new language notes, "Each item [noted in the RFQ] should be identified by a model number or some other specific identification. Prices cannot be altered after bids are opened. **The RFQ should have a date and time for the bid opening, after which bids will no longer be accepted. All bids should be stamped with the date and time of receipt.**"

**Section 6.4 Payment Process. It now notes** "to promote good public relations and to avoid interest on late payments, state agencies should establish internal procedures to expedite payment of vendor's invoices. Please refer to the Payment Processing Guide ~~at <http://www.wv.gov/Offsite.aspx?u=http://www.wvauditor.com>~~ issued by the State Auditor's Office (304-558-2261) for all questions regarding invoice processing.

**Section 6.4.1 State Purchasing Card.** ~~"Effective July 1, 1998, purchases of commodities and approved services may be paid by using the State Purchasing Card.~~ When possible, the spending unit is encouraged to use the State Purchasing Card. Use of the State Purchasing Card, however, is not justification to avoid utilizing statewide or agency contracts, but is simply a method of payment.

Agencies must use statewide contracts, unless specifically exempt by the Purchasing Director. For more information, refer to the State Auditor's Office Purchasing Card Program Procedures ~~at <http://www.wvsao.gov/pcard/forms/PCardPPManual2006.pdf>~~.

Questions relating to these changes may be directed to your agency procurement officer.



# Current Statewide Contract Update

(As of July 15, 2009)

This page includes a listing of current changes made to statewide contracts issued by the Purchasing Division. Information and dates listed in this **Current Statewide Contract Update** are subject to change. All statewide contracts are available online at <http://www.state.wv.us/admin/purchase/swc>. For more information, please contact Senior Buyer **Jo Ann Adkins** at (304) 558-8802 or via e-mail at [Jo.A.Adkins@wv.gov](mailto:Jo.A.Adkins@wv.gov).

## Out for Bid

Contract	Description	Pre-Bid Meeting	Bid Opening
FILTER09	Automotive filters	06/16/2009	07/16/2009
DCBATT10	Dry cell batteries	08/20/2009	
FLRCOV09	Floor covering	07/28/2009	08/18/2009
HOUSE09	Various cleaning materials	07/14/2009	08/05/2009
RSHEET09	Retro reflective sign sheeting	08/10/2009	

## New Awards

Contract	Vendor	Description	Dates
TRAVEL09	National Travel Service Inc.	Travel management services	07/01/2009 - 06/30/2010
TAG10	WV Correctional Industries	Inventory tags	08/01/2009 - 07/31/2010
AEBATT09	Taylor & Blackburn Battery	Automotive batteries	07/15/2009 - 07/14/2009

## Under Evaluation

Contract	Vendor	Description	Date
RSHEET07A	Avery Dennison Corp.	Reflective sheeting & tape	07/01/2009 - 06/30/2010
MOVE08B	DeMary Brothers Inc.	Transfer moving Services	07/01/2009 - 06/30/2010
SAFETY07	Discount Industrial Supply	Safety items	07/15/2009 - 07/14/2010
DEBT07A	Affiliated Group	Debt collection	07/15/2009 - 07/14/2010
DEBT07C	CCA	Debt collection	07/15/2009 - 07/14/2010
DEBT07D	Healthcare Financial Services	Debt collection	07/15/2009 - 07/14/2010
DEBT07E	Joseph, Mann & Creed	Debt collection	07/15/2009 - 07/14/2010
DEBT07F	National Recovery Agency	Debt collection	07/15/2009 - 07/14/2010
DEBT07G	NCO Financial Systems	Debt collection	07/15/2009 - 07/14/2010
DEBT07HA	NCO Financial Systems	Debt collection	07/15/2009 - 07/14/2010
DEBT07I	Penncro Associates Inc	Debt collection	07/15/2009 - 07/14/2010
CEREAL08B	US Foodservice WV	Cereal	04/01/2009 - 03/31/2010
PBKBOWES	Pitney Bowes	Mailing equipment	09/01/2009 - 08/31/2009
SELECT07	SHI International Corp.	Microsoft Select Agreement	07/01/2009 - 06/30/2010

## Under Evaluation, Continued

Contract	Vendor	Description	Date
ITECH06A	Access Systems	Technical support	09/01/2009 - 02/28/2010
ITECH06B	AC Coy Co.	Technical support	09/01/2009 - 02/28/2010
ITECH06C	Advanced Technical Solutions	Technical support	09/01/2009 - 02/28/2010
ITECH06D	Arnett & Foster PLLC	Technical support	09/01/2009 - 02/28/2010
ITECH06E	CDI Business Solutions	Technical support	09/01/2009 - 02/28/2010
ITECH06F	Ciber Inc.	Technical support	09/01/2009 - 02/28/2010
ITECH06G	Contact Pointe	Technical support	09/01/2009 - 02/28/2010
ITECH06I	Dream Catcher LLC	Technical support	09/01/2009 - 02/28/2010
ITECH06J	Ebridge Consulting LLC	Technical support	09/01/2009 - 02/28/2010
ITECH06L	Fenwick Technologies Inc.	Technical support	09/01/2009 - 02/28/2010
ITECH06M	Global Science & Technology	Technical support	09/01/2009 - 02/28/2010
ITECH06O	Mantech Enterprise Intergration	Technical support	09/01/2009 - 02/28/2010
ITECH06P	Maximation LLC	Technical support	09/01/2009 - 02/28/2010
ITECH06Q	PPC Technology Enterprise	Technical support	09/01/2009 - 02/28/2010
ITECH06R	Pomeroy Solutions Inc	Technical support	09/01/2009 - 02/28/2010
ITECH06S	Strictly Business Computer	Technical support	09/01/2009 - 02/28/2010

## Contracts Reviewed

Statewide contracts are reviewed approximately three months prior to the actual expiration date. During this review process, the state buyer examines the specifications and the products.

### AUGUST

ABATMNT08	Asbestos abatement
FOOD08	Canned foods
MA05SW08	Oracle – master agreement
SBUS09	School buses
WATERT07	Water treatment chemicals

### SEPTEMBER

DIGCOP09	High and low volume digital copier equipment
LAN07	Local area network software, hardware and service
LITTER07	Litter grabbers, etc.
SYMC07	Symantec software
TCARD06	Credit card service

# Questions?...Just Ask Us!

Are you unsure of certain purchasing procedures? Do you need information on the current state travel regulations? Do you have a question regarding travel requests? Would you want to know what surplus property is available?

If you need additional information concerning any function within the Purchasing Division, complete the form below and return to the address below. You also may forward your request via e-mail.

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West Virginia Purchasing Division  
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Need Information about \_\_\_\_\_

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