



MARK D. SCOTT
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

MEMORANDUM

TO: All Agency Designated Purchasing Contacts

FROM: Samantha Willis, Director
West Virginia Purchasing Division

DATE: May 15, 2024

SUBJECT: Agency Procurement Designation(s) for FY2025

During Fiscal Year 2024, you were assigned by your agency head as the Primary Procurement Contact for your agency. It is that time of year again to confirm your agency's designated procurement officer(s) (primary and back-up) for Fiscal Year 2025. Please have your agency head complete the attached *Agency Procurement Designation Form* and submit it to Purchasing.Training@wv.gov no later than **close of business on June 14, 2024**. This must be done even if the procurement designee(s) will remain the same as last year.

All purchases must be approved by the secretary or head of the spending unit, or a designee, whose name must be filed with the Purchasing Director. This person is responsible for correspondence and communication with the Purchasing Division and for processing all procurements at the central level. A separate *Agency Procurement Designation Form* must be completed for each designated contact person and indicate whether the individual will be the primary or back-up contact for your agency.

Each designated procurement officer is required to take 10 hours of training offered by the Purchasing Division annually. Designees are encouraged to obtain their required 10 hours of annual purchasing training by participating in the 2024 Agency Purchasing Conference, scheduled for October 22-25 at Oglebay Resort in Wheeling, WV. Registration will open in July, with additional information available online at www.state.wv.us/admin/purchase/Conference/Agency/2024.

Questions regarding this designation may be directed to Deputy Director Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov. A listing of all agency designated procurement contacts can be found on our website at www.state.wv.us/admin/purchase/vrc/agencyli.html.

Thank you for your immediate attention in this matter.

SLW:ssk



State of West Virginia
Purchasing Division

AGENCY PROCUREMENT DESIGNATION FORM

Fiscal Year 2025

Pursuant to *W. Va. 148 C.S.R. 1*, each spending unit must select a designee, whose name shall be filed with the Purchasing Director. The person(s) named must take at least 10 hours annually of available purchasing training and have responsibility for the function of purchasing. Each spending unit must process all purchases through this person(s), who shall be responsible for correspondence and communication with the Purchasing Division. A separate form must be used for each person designated, and a form must be submitted even if the designated procurement officer(s) will remain the same from the previous fiscal year. Please indicate below your primary and, if applicable, your back-up agency procurement designation and return this form **no later than June 14, 2024**, to:

Purchasing Division
ATTN: Agency Procurement Designation Form
2019 Washington Street, East
Charleston, WV 25305
Email: ***Purchasing.Training@wv.gov***

Name of Agency Procurement Designee: _____

Title: _____

Please Check One:

- Primary Agency Contact Back-Up Agency Contact

Agency: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email Address: _____

I certify the above individual to be our designated procurement contact for our agency.

Department / Agency Head Signature

Date