



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Delivery Order

Order Date: 05-13-2021

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:	CDO 0506 3722 HHR2100000002 1	Procurement Folder:	881676
Document Name:	Accounting Technician II Temporary Staffing - BPH Staff	Reason for Modification:	
Document Description:	Accounting Technician II Temporary Staffing - BPH Staff		
Procurement Type:	Central Delivery Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0506 HHR2000000007 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000228419 EXPRESS SERVICES INC 47 RHL BLVD SOUTH CHARLESTON WV 25309 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Elizabeth Webb Requestor Phone: (304) 558-2996 Requestor Email: elizabeth.a.webb@wv.gov 21 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES FINANCE ONE DAVIS SQUARE, STE 300 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE ONE DAVIS SQUARE, RM 300 CHARLESTON WV 25301 US

Purchasing Division's File Copy

Total Order Amount:

\$32,655.00

ENTERED

PURCHASING DIVISION AUTHORIZATION

DATE: *Linda Harper 5/13/2021*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Robert M. R. 5-14-2021*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Accounting Technician II Temporary Staffing

Prospective Delivery Order

Lisa Fulk - assigned to Bureau for Public Health

Dates of service: 05/17/21 thru 12/31/21

Quantities listed in this delivery order are approximations only, based on agency estimates. It is understood and agreed that the Contract shall cover the quantities worked during the term of this delivery order, whether more or less than the quantities shown.

Payment will only be made for actual commodities and/or services rendered.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111605	1555.00000	HOUR	\$21.0000	\$32,655.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-05-17	2021-12-31			2021-05-17	

Commodity Line Description: Accounting Technician II - Lisa Fulk

Extended Description:

Accounting Technician II - Finance Accounts Payable

Lisa Fulk - Estimated 1555 hrs (1360 regular hours; 130 overtime hrs.)

Lisa Fulk

OBJECTIVE

Seeking office position. I have 11 years experience in the manufacturing environment in many aspects of the operations. I also have experience working with a public utility company. I recently have been working as a property manager for over 100 tenants and also a full charge bookkeeper.

WORK EXPERIENCE

Accountemps (Robert Half)

Accounts Payable Clerk

May 2020 – January 2021

Match invoices to purchase orders, data entry of invoices, cash disbursements

Kenmarq LLC

Property Manager

May 2011 – December 2019

Review lease with prospective tenants, cash receipts of monthly rental payments, schedule maintenance, follow up on tenant related issues, follow up with contractors on repairs and renovations, cash disbursements, account reconciliations

Marquis Art & Frame

Bookkeeper

May 2011 – December 2019

Process accounts payable/receivables, cash disbursements, cash receipts, make collection calls, process bi-weekly payroll, account reconciliations

Spherion

Payroll Administrator

January 2010 – June 2010

Process weekly payroll, set up new employees, calculate advanced vacation requests, prepare monthly payments

Karchner Management Co. | Hazleton, PA

Administrative Accountant

March 2007 – April 2009

Process accounts payable/receivables, cash disbursements, cash receipts, prepare payroll, process payroll taxes

Pennsylvania American Water | Wilkes Barre, PA
Administrative Support Representative

April 2005 – March 2007

Process miscellaneous invoices, payroll, cash disbursements, cash receipts, set up customer accounts, purchase orders, research information for PUC complaints, set up new customer accounts

HPG-International, Inc. | Mountaintop, PA
Accounts Payable Accountant

August 2003 - April 2005

Prepare invoices for payment, data entry of invoices, update cash report daily, prepare month-end reports, process wire transfers

Bemis Company, Inc. | West Hazleton, Pa.
Various Positions

November 1994 - August 2003

Sort and classify orders, track inventory daily received from extrusion department, process purchase orders, contact vendors for status of orders, prepared receiving reports, tracked raw materials used, prepared monthly reports for raw materials and waste reports, data entry of accounts payable invoices, data entry of weekly payroll, assist controller

EDUCATION

Misericordia University

Bachelor's Degree 5/2003 |

Received Bachelor of Science Degree in Accounting. I was on the Dean's List through out my education at Misericordia University and had a GPA of 3.71.

SKILLS

Microsoft Office Intermediate

JD Edwards Intermediate

Peachtree 2007 Intermediate

QuickBooks Intermediate

Hustead, Crystal G

From: Webb, Elizabeth A
Sent: Tuesday, May 11, 2021 9:13 AM
To: Jobe, Kimberly S
Cc: Price, Robert L
Subject: FW: [External] RE: Accounting Technician II Staff
Attachments: Fulk, Lisa.pdf

Do you think this could be possible for May 17, 2021?

From: Carroll, Shelly D. <Shelly.Carroll@ExpressPros.com>
Sent: Tuesday, May 11, 2021 9:11 AM
To: Webb, Elizabeth A <Elizabeth.A.Webb@wv.gov>
Subject: [External] RE: Accounting Technician II Staff

CAUTION: External email. Do not click links or open attachments unless you verify sender.

Hi Elizabeth,

Lisa is good to go for Monday!

From: Webb, Elizabeth A <Elizabeth.A.Webb@wv.gov>
Sent: Tuesday, May 11, 2021 8:01 AM
To: Carroll, Shelly D. <Shelly.Carroll@ExpressPros.com>
Subject: [EXTERNAL] Accounting Technician II Staff

CAUTION: This email originated from a sender external to Express. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you suspect this email could be phishing, please report it by using the "Report Phish" button at the top of your screen.

Pursuant to CMA 0506 HHR2000000007, DHHR seeks to place one additional Accounting Technician II staff in Finance (assigned to the Bureau for Public Health) with an effective date of May 17, 2021. This position will fulfill 40 hour work week and may include overtime. The position is expected to last at least through December 31, 2021. As per the contract, please provide DHHR with a response of available staff person within 48 hours of receipt of this request.

If you are able to provide staff sooner, please let me know.

Elizabeth A. Webb
Finance
One Davis Square, Suite 403
Charleston, West Virginia 25301
E-Mail Address: Elizabeth.A.Webb@wv.gov
Telephone: (304) 558-2996

West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

EXPRESS SERVICES, INC.

** See Attached **

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/17/1995		4/17/1995	Foreign	Profit			

Organization Information			
Business Purpose	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)		Capital Stock 0.0000
Charter County	Kanawha	Control Number	0
Charter State	CO	Excess Acres	0
At Will Term	Member Managed		
At Will Term Years	Par Value		0.000000

Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Mailing Address	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162 USA
Notice of Process Address	CT CORPORATION SYSTEM 1627 QUARRIER ST CHARLESTON, WV, 253112124
Principal Office Address	9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162 USA
Type	Address

Officers	
Type	Name/Address
Director	WILLIAM H. STOLLER 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Director	ROBERT A FUNK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
President	ROBERT A. FUNK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Secretary	D. KEITH MCFALL 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Treasurer	W. ANTHONY BOSTWICK 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162
Vice-President	D. KEITH MCFALL 9701 BOARDWALK BLVD OKLAHOMA CITY, OK, 73162

Type	Name/Address
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DBA			
DBA Name	Description	Effective Date	Termination Date
EXPRESS EMPLOYMENT PROFESSIONALS	TRADENAME	10/31/2015	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2020	
2019	
2018	
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2015	
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Date filed

[File Your Current Year Annual Report Online Here](#)

For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, May 13, 2021 — 12:01 PM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	9701 BOARDWALK BLVD	OKLAHOMA CITY	OK	73162-6029	
Ordering	9701 BOARDWALK BLVD	OKLAHOMA CITY	OK	73162-6029	
Payment	PO BOX 535434	ATLANTA	GA	303535434	Tom Wirts
Payment	PO BOX 281533	ATLANTA	GA	303841533	BECKY
Ordering	47 RHL BLVD	SOUTH CHARLESTON	WV	25309	TOM WIRTS

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000228419

EXPRESS SERVICES INC

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 11/15/2020

Active To :

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : AD000002

Country Phone Code : 1

Street 1 : 9701 BOARDWALK BLVD

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : OKLAHOMA CITY

County :

State/Province : OK

County Name :

Zip/Postal Code : 73162-6029

Country : US

DUNS :

Extended DUNS :

CAGE Code :

► Prenote/EFT

► Remittance Advice

► Contact Information

► Contact Address Information

► Geographic Designation

► Change Management

[Top](#)[Modify Existing Record](#) [Add New Address](#)[Master Address](#)[Master Contacts](#)[Languages](#)[Vendor Transaction History](#)