



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: 05-26-2022

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 3012 MCH2000000004 6	Procurement Folder:	676837
Document Name:	Change Order 1	Reason for Modification:	CO 1 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.
Document Description:	Cancellation of remaining balance.		
Procurement Type:	Central Delivery Order		
Buyer Name:	Jessica L Hovanec		
Telephone:	304-558-2314		
Email:	jessica.l.hovanec@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 TEMP16A 6
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000204796	Requestor Name:	Forrest D Daniel
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE		Requestor Phone:	(304) 356-4057
CHARLESTON WV 25302-1702		Requestor Email:	forrest.d.daniel@wv.gov
US			
Vendor Contact Phone:	304-205-7970 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

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 FILE LOCATION _____

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV 25301-3714 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH/MCH - MATERNAL CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV 25301-3714 US

Total Order Amount: \$0.00

Purchasing Division's File Copy

ENTERED

MA 06/03/2022
 PURCHASING DIVISION AUTHORIZATION
 DATE: 6/3/22
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: 7/26/2022
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1 is issued to reduce the hours on delivery order from 1950 to 0 (actual used hours) per attached document:

Original Contract Total: \$25,816.88
Change Order 1 Decrease: (\$25,816.88)
New Contract Total: \$0.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111613	0.00000	HOURL	\$14.0500	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-03-02	2021-03-01				

Commodity Line Description: Data Entry Operator II

Extended Description:

CO 1 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Temp Data Entry Operator II - Kelly Slater
OMCFH

Effective date of
03/02/2020 - 03/01/2021



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF CENTRAL FINANCE
350 Capitol Street, Room 206
Charleston, WV 25301

Jim Justice
Governor

Bill J. Crouch
Cabinet Secretary

May 23, 2022

West Virginia Association of Rehabilitation Facilities Inc
710 Central Ave
Charleston, WV 25302

Re: Cancellation of Remaining Balance
PO#: CDO MCH2000000004

Dear Vendor:

The above referenced Purchase Order in the amount of \$25,816.88 was issued on February 3, 2020. We are requesting your approval to cancel the remaining balance of \$25,816.88 that still exists on purchase order# CDO MCH2000000004.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please mail this letter back to my attention at the address above, or email to me at April.N.Ray@wv.gov. Failure to receive written exception to this cancellation by June 23, 2022, will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific purchase order only.

If you have questions or need additional information, please email me at April.N.Ray@wv.gov.

Sincerely,

April Ray
Bureau for Public Health

5/25/2022

DocuSigned by:
Tara Martinez
38DD88D0CE684EF

Signature

Date

OK
Alan Greenhouse