



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: 07-25-2022

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 3010 MCH2100000006 8	Procurement Folder:	791090
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:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 TEMP21A 8
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				Requestor Phone:	(304) 356-4057
710 CENTRAL AVE				Requestor Email:	forrest.d.daniel@wv.gov
CHARLESTON	WV	25302-1702		<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	304-205-7970	Extension:	205		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

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

Total Order Amount:	\$24,165.08
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Purchasing Division's File Copy

ENTERED

MA 07/26/2022  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *[Signature]* 7/26/22  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature]* 7/26/2022  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1 is issued to reduce the hours on delivery order from 1950 to 1343.2507 (actual used hours) per attached document:

Original Contract Total: \$35,080.50  
Change Order 1 Decrease: (\$10,915.42)  
New Contract Total: \$24,165.08

WV Assoc. of Rehabilitation Facilities  
Purchase Request # MCH21-122

\*\*\*Temp Executive Secretary - Penny Fortner\*\*\*  
OMCFH  
11/01/2020 - 10/31/2021

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111600	1343.25070	HOUR	\$17.9900	\$24,165.08
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-11-01	2021-10-31				

**Commodity Line Description:** Executive Secretary

**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.

WV Assoc. of Rehabilitation Facilities  
Purchase Request # MCH21-122

\*\*\*Temp Executive Secretary - Penny Fortner\*\*\*  
OMCFH  
11/01/2020 - 10/31/2021



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
BUREAU FOR PUBLIC HEALTH  
OFFICE OF CENTRAL FINANCE

Jim Justice  
Governor

350 Capitol Street, Room 206  
Charleston, WV 25301

Bill J. Crouch  
Cabinet Secretary

May 25, 2022

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

Re: Cancellation of Remaining Balance  
PO#: CDO MCH2100000006

Dear Vendor:

The above referenced Purchase Order in the amount of \$35,080.50 was issued on October 14, 2020. We are requesting your approval to cancel the remaining balance of \$10,915.42 that still exists on purchase order# CDO MCH2100000006.

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 25, 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

6/15/2022

DocuSigned by:  
*Tara Martinez*  
38D088D0CE684EE  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Ok  
*Althea Greenhow*