



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: 08-04-2026

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 BPH2100000012 8	Change Order No:	1	Procurement Folder:	888712
Document Name:	WV Assoc. of Rehabilitation Facilities PR # FIN21-092			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:	WV Assoc. of Rehabilitation Facilities PR # FIN21-092				
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 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN CHARLESTON WV 25311 US Vendor Contact Phone: 681-661-0143 Extension: 205 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: Erin C Basham Requestor Phone: 304-356-4097 Requestor Email: erin.c.basham@wv.gov 2027 FILE LOCATION _____
	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 HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH CENTRAL FINANCE 350 CAPITOL ST, RM 206 CHARLESTON WV 25301-3717 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH CENTRAL FINANCE 350 CAPITOL ST, RM 206 CHARLESTON WV 25301-3717 US

Purchasing Division's File Copy

Total Order Amount: \$11,696.64

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark A Atkins - 8/10/2026*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Erin C Basham - 8-10-26*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change order 1 is to cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Original Contract Total: \$35,709.48
 Change Order # Decrease: (\$ 24,012.84)
 New Contract Total: \$11,696.64

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111600	693.75090	HOUR	\$16.8600	\$11,696.64
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-06-03	2022-06-02				

Commodity Line Description: Administrative Services Assistant 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.

***Administrative Services Assistant II
 Central Finance
 06/03/21-06/02/22
 TEMP21A

See Synopsis Award Pages for contract pricing.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111600	0.00000	HOUR	\$25.2900	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-06-03	2022-06-02				

Commodity Line Description: Administrative Services Assistant II - Overtime Worked

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.

Line item is for the Overtime Rate based on CL1 Unit price x 1.5 (time and a half)

***Administrative Services Assistant II
 Central Finance
 06/03/21-06/02/22
 TEMP21A

See Synopsis Award Pages for contract pricing.



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
CENTRAL FINANCE OFFICE

Arvin Singh, EdD, MBA, MPH, MS, FACHE
Health Secretary

April 16, 2026

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC
710 CENTRAL AVE
CHARLESTON, WV 25302-1702

Re: Cancellation of Balance
PO#: CDO BPH2100000012

Dear Vendor:

The above referenced Purchase Order in the amount of \$35,709.48 was issued on May 25, 2021. We are requesting your approval to cancel the remaining balance of \$24,012.84 that still exists on purchase order CDO BPH2100000012.

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 350 Capitol Street Room 206, Charleston, WV 25301, or email to me at erin.c.basham@wv.gov. Failure to receive written exception to this cancellation by April 30, 2026, 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 contract only.

If you have questions or need additional information, please email me at erin.c.basham@wv.gov.

Sincerely,

Erin Basham
Bureau for Public Health

Signature

Date

Agreed

Heather White

**Basham, Erin C** <erin.c.basham@wv.gov>

Requesting Cancellation of Balance CDO BPH21*012

2 messages

Basham, Erin C <erin.c.basham@wv.gov>

Thu, Apr 16, 2026 at 3:06 PM

To: Sabrina Jones <Sjones@wvarf.org>, Trey R Morris <trey.r.morrisiii@wv.gov>, DH CFU Invoices <dhcfinvoices@wv.gov>

Good Morning,

We are requesting to cancel the remaining balance on CDO BPH21*012 to free up encumbrances. From my records there are no outstanding invoices against this PO. Could you confirm and sign the attached cancellation letter?

Thanks,
Erin

**CDO BPH21_012_Close_out.docx**
2493K

Sabrina Jones <Sjones@wvarf.org>

Fri, Apr 17, 2026 at 9:27 AM

To: Jessica Osbin <josbin@wvarf.org>

Cc: "Basham, Erin C" <erin.c.basham@wv.gov>, Trey R Morris <trey.r.morrisiii@wv.gov>, DH CFU Invoices <dhcfinvoices@wv.gov>

Jessica,

CDO BPH21*012 does not have any outstanding invoices and is ready for signature and return.

Thanks,

**Sabrina Jones**

Accounts Receivable

sjones@wvarf.orgOffice: [681-661-0142](tel:681-661-0142)*West Virginia Association of Rehabilitation Facilities (WVARF)*

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www.wvarf.org

7/31/26, 11:14 AM

State of West Virginia Mail - Requesting Cancellation of Balance CDO BPH21*012

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CDO BPH21_012_Close_out.docx
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Business Organization Detail

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THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/8/1973		5/8/1973	Domestic	Non-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	WV	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
Designated Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311
Notice of Process Address	NITA HOBBS 400 PATTERSON LANE CHARLESTON, WV, 25311
Principal Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311 USA
Principal Office Mailing Address	PO BOX 6764 CHARLESTON, WV, 25362 USA
Type	Address

Officers	
Type	Name/Address
Director	NITA HOBBS 563 BURROUGHS STREET MORGANTOWN, WV, 26505
Incorporator	GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA
Incorporator	TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA
President	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	8/28/1995	
WVARF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/21/2014	AMENDMENT FILED: SEE IMAGE
6/4/2010	FILED AMENDING BY-LAWS
5/26/2009	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
11/18/1985	AMEND; BY LAWS
Date	Amendment

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

Monday, August 10, 2026 — 8:01 AM

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"the west virginia association of rehabilitation facilities"



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