

# DOCUMENTS REQUIRED FROM AGENCY FOR A DIRECT PURCHASE ORDER (DPO)

Direct Purchase Order: A purchasing method used for a sole source purchase.

The information below is a checklist of agency responsibilities in processing a Direct Purchase Order. Please note that while this information is accurate in most cases, there may be occasion where additional information may be necessary or required.

## CHECKLIST FOR DIRECT PURCHASE ORDERS

✓	DESCRIPTION
	<b>WV-35 Purchase Requisition or RQH Screen (TEAM)</b> signed by agency.
	<b>*WVFIMS Agency Cover Sheet (P-Document)</b> . Not applicable for open-end contracts.
	<b>Pre-approvals</b> , when applicable (such as Attorney General, Chief Technology Officer/IS&C, Design Build Board, Capitol Building Commission, WV Association of Rehabilitation Facilities, Surplus Property, Statewide Interoperability Executive Committee)
	<b>Written Agency Justification</b> (describing market research to determine suggested vendor is only known source; or describing how item or service is of unique or special nature; and the request is not an attempt to circumvent the normal bid process).
	<b>Signed and Dated Vendor Letter / Price Quote</b> (may be electronic and must include specific description, terms, FOB shipping point, and price).
	<b>Sole Source Template</b> (completed by agency with all appropriate information).
	<b>Purchasing Affidavit</b> signed and dated by successful vendor (may be provided through bid process).
	<b>Verification of Vendor Properly Registered with the Purchasing Division</b>
	<b>Verification of Vendor in Good Standing</b> (with all laws and requirements of the state, including Secretary of State, Insurance Commission, and Workers Compensation).
	<b>Certification of Non-Conflict of Interest</b> (signed by Agency Procurement Officer and other appropriate staff).
	<b>WV-96 Agreement Addendum (or WV-96A for Software)</b> signed by vendor and agency, if applicable.

In cases where other vendors respond to the sole source posting and it is determined competition is available, the agency is required to develop specifications and pursue the competitive bid process.

\*Projects that are funded by sources whereby invoices will not be processed by the State Auditor's Office do not require a P-Document. However, in those cases, the funding sources must be named on the WV-35 Purchase Requisition to be carried forward on the purchase order.

*Revised March 15, 2012*