

# DOCUMENTS REQUIRED FROM AGENCY FOR EQUIPMENT CONTRACT ORDERS

Equipment Contract Order: A type of release order used to purchase commodities and services on a statewide contract.

The information below is a checklist of Agency responsibilities in processing an Equipment Contract Order. Please note, however, that while this information is accurate in most cases, there may be occasions where additional information may be needed or required.

## CHECKLIST FOR EQUIPMENT CONTRACT ORDERS

| ✓ | DESCRIPTION   |
|---|---|
|   | <b>WV-35 Purchase Requisition or RQH Screen</b> (TEAM) signed by agency.  |
|   | * <b>WVFIMS Agency Cover Sheet</b> (X-Document). Not applicable for open-end contracts.   |
|   | <b>Pre-Approvals</b> , when applicable (Attorney General, Chief Technology Office/ISC, Design BuildBoard, Capitol Building Commission, WV Association of Rehabilitation Facilities, Surplus Property, Statewide Interoperability Executive Committee) |
|   | <b>Attach All Appropriate Contract Information</b> , when applicable.   |
|   | <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).   |

\* 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.