

Can I buy from amazon?

For more information on purchasing procedures, please contact your agency's designated procurement officer.

www.state.wv.us/admin/purchase/vrc/agencyli.html

TIPS!

To check your agency's aggregate spend for a certain commodity, you can use the wvOASIS Business Intelligence report AP-O55.

A screenprint is acceptable as a verbal bid for purchases of \$5,000.01 to \$20,000. The lowest priced item available from Amazon for immediate purchase may serve as one of the verbal bids. Verbal bids are always required for this threshold and must be properly documented. Failure to properly document verbal bids will be noted during inspections.

Is this a single purchase of less than \$20,000 or will this aggregate to an amount less than \$20,000?
If no, bid as appropriate.

YES

Is the commodity available through an internal source (i.e. Correctional Industries or Sheltered Workshops)?
If yes, you should procure from the internal source.

NO

Is the commodity available through a mandatory statewide or agency contract?
If yes, use the appropriate contract.

NO

Does this purchase, along with those of the same or similar commodity processed in the previous 12 months, aggregate to an amount less than \$5,000?

YES

PROCEED!

You may purchase through Amazon.

Does this purchase, along with those of the same or similar commodity processed in the previous 12 months, aggregate to an amount between \$5,000 and \$20,000?

YES

PROCEED!

Verbal bids are required first.
May include Amazon screenshot as one of the bids.