



JOE MANCHIN III
GOVERNOR


STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
P.O. BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130

ROBERT W. FERGUSON, JR.
CABINET SECRETARY

DAVID TINCHER
DIRECTOR

MEMORANDUM

January 11, 2008

FROM: JoAnn Adkins 

RE: INKCRT07

INKCRT07 Statewide Contract will not be renewed. Please utilize the OFFICE07 Contract for all ink cartridge purchases.

If OfficeMax does not carry the cartridges you need, you may request a waiver.

This change is effective January 15, 2008.