

**Ordering Instructions**  
**Statewide Contract**  
**CMA OIL22**  
**(Oils, Lubricants & Grease)**

**STATE AGENCIES: Ordering Requirements** – Spending Unit (s) should create a wvOASIS Agency Delivery Order (ADO) to the Vendor up to \$250,000.00. Any purchase exceeding \$250,000.01 the agency should create a Central Delivery Order (CDO) and submit to the Purchasing Division for processing.

**Special Instructions** – Orders of \$200.00 (minimum) and more shall be shipped FOB destination. Orders less than \$200.00 may be obtained by the Agency using proper purchasing procedures.

**Approvals Required** - None

**Agency and/or Vendor Contact Information:**

Pugh Lubricants LLc dba Apollo Oil  
Gary Sweeney  
800 1<sup>st</sup> Avenue S  
Nitro, WV 25143  
304-482-0173  
[gsweeney@cadencepetroleum.com](mailto:gsweeney@cadencepetroleum.com)

**Type of Delivery Order** – An ADO/CDO should be created in wvOasis with the appropriate documentation attached.

**How to submit the completed order to the Vendor** – Assemble document, print and submit the ADO to the vendor.

**POLITICAL SUBDIVISIONS:** Contact vendor to confirm that contract pricing is available.