

# **Ordering Instructions**

## **Statewide Contract**

### **CMA PC16 Police Vehicles**

**STATE AGENCIES: Ordering Requirements** – Spending Unit (s) shall issue a wvOASIS Central Delivery Order (CDO) to the Purchasing Division. The following documents must be attached: Vehicle Order Request with Fleet approval and copy of contract Exhibit A Price Sheet with appropriate price marked or circled.

#### **Special Instructions –**

**Approvals Required** – Fleet approval is required with all vehicle purchases.

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

Stephens Auto Center  
Danville, WV  
(304) 369-2411

**Type of Delivery Order** – An CDO must be created in Oasis with the appropriate documentation attached.

**How to submit the completed order to the Vendor** – Assemble document (CDO), print and submit with the appropriate attachments.

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