



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Purchase Order

PURCHASE ORDER NO.
 TCARD06

PAGE
 1

BLANKET RELEASE
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CHANGE ORDER
 5

CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

INVOICE TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

AGENCY COPY

VENDOR

*709035113 02 304-295-3466
 UNITED BANK INC
 514 MARKET ST
 PARKERSBURG WV 26101

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
07/22/2011		NET 30		550249860			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL - MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
			CHANGE ORDER #05				
			TO EXTEND AND INCREASE THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS. SOME CONTRACT CARDHOLDER FEES ARE INCREASED AS DEFINED IN THE ATTACHED DOCUMENTATION.				
			EFFECTIVE DATE OF EXTENSION: 01/01/2011 THROUGH 12/31/2011				
			----- NO OTHER CHANGES -----				
						PURCHASING DIVISION CERTIFIED ENCUMBERED JUL 26 2011 <i>Beverly Toler</i>	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE *7/25/11*

APPROVED FOR ONE FISCAL YEAR

Dan W. Wayfield

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BUYER *Shelley L. Murray* 7/25/11

BY _____ PURCHASING DIVISION AUTHORIZED SIGNATURE

OPEN END
 TOTAL

304 558 8802

GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all federal, state and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties' final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will:
{a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; {b} be merchantable and fit for the purpose intended; and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
16. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
17. **ANTITRUST:** In accepting this purchase order or signing this contract with any agency for the State of West Virginia, the vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to vendor. Vendor certifies that this purchase order or contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law. Vendor further certifies that this purchase order or contract is in all respects fair and without collusion or fraud.

Attachment A
Cardholder Costs

	Product/Service	Charge to Individual Cardholder
1	Cardholder Fees	Standard Card Fee Waived
2	Corporate Travel System – Air Central Bill	No Charge
3	Card Replacement	No Charge
4	MIS Reports	No Charge
5	\$350,000 Travel Accident Insurance (CCS)	No Charge
6	\$200,000 Travel Accident Insurance (CTS)	No Charge
7	\$500,000 Travel Accident Insurance	No Charge
8	Supplemental Travel Accident Insurance	No Charge
9	Primary Collision Damage Insurance (Full Value)	No Charge
10	\$1,250 Excess Baggage Insurance – Checked and Carry-on	No Charge
11	\$2000 Excess Baggage Insurance – Checked and Carry on	No Charge
12	Issuance of Travelers Checks	No Charge
13	Emergency Cash Advances	\$5.00 up to \$9,999.99

		\$10 for amounts \$10,000 and above.
14	Foreign Currency Conversion	No Charge
15	Late Payment Fees	5% of the min mon. payment, no less than \$1 or more than \$15 on individual accounts. Late payment fees do not apply to Team and Ghost Accounts.
16	Returned Checks	\$20.00
17	Cash Advances/ATM Access	\$5.00 up to \$9,999.99 \$10 for amounts \$10,000 and above.
18	Over Limit Fee	Not applicable
19	Minimum Finance Charge (After 60 Days)	Not applicable

Attachment B

Rebate/Revenue Sharing

**THE FOLLOWING INFORMATION IS EXEMPT FROM PUBLIC DISCLOSURE
PURSUANT TO THE PROVISIONS OF WEST VIRGINIA CODE § 29B-1-4(a)(1)**

	Qualifying Annual Volume		Rebate Percentage
	From	To	
1	0	\$1,000,000.00	.40%
2	\$1,000,000.01	\$5,000,000.00	.40%
3	\$5,000,000.01	\$10,000,000.00	.40%
4	\$10,000,000.01	\$15,000,000.00	.40%
5	\$15,000,000.01	\$20,000,000.00	.45%
6	\$20,000,000.01	And over	.50%

United Bank will rebate to the State of West Virginia .40% of the Qualifying Annual Volume up to \$15,000,000.00, less the previous month's charge offs. Qualifying Annual Volume exceeding \$15,000,000.00 will be paid at percentage reflected above.

The cost of plastics to fulfill the 2011 reissue of Travel Cards is \$6,261.11. This amount will be deducted from the 2010/2011 Revenue Sharing Payment paid to the State of West Virginia.



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RECEIPT TICKET FOR PURCHASE ORDER:						TCARD06	
LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0001		946-35	CREDIT CARD, CHARGE CARD SERVICES F				
		SIGNATURE	DATE				
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE