

MEMORANDUM

TO: All Agency Designated Purchasing Contacts

FROM: Samantha Willis, Director *SLW*
West Virginia Purchasing Division

DATE: May 12, 2024

SUBJECT: Agency Procurement Designation(s) for FY2026

During Fiscal Year 2025, you were assigned by your agency head as the Primary Designated Procurement Officer (DPO) for your agency. It is that time of year again to confirm your agency's DPOs (primary and back-up) for Fiscal Year 2026. Please have your agency head complete the attached *Designated Procurement Officer Form* and submit it to Purchasing.Training@wv.gov no later than **close of business on June 13, 2025**. This must be done even if the procurement designee(s) will remain the same as last year.

All purchases must be approved by the secretary, head of the spending unit, or a designee, whose name must be filed with the Purchasing Director. This person is responsible for correspondence and communication with the Purchasing Division and for processing all procurements at the central level. A separate *Designated Procurement Officer Form* must be completed for each DPO and indicate whether the individual will be the primary or back-up contact for your agency.

Each DPO is required to take 10 hours of training offered by the Purchasing Division annually. Designees are encouraged to obtain their required 10 hours of annual purchasing training by participating in one of the two Purchasing Conferences, scheduled for August 25-28 at the Resort at Glade Springs in Daniels, WV. Registration will open June 2, with additional information available online at www.state.wv.us/admin/purchase/Conference/Agency/2025.

Questions regarding this designation may be directed to Assistant Purchasing Director Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov. A listing of all agency designated procurement contacts can be found on our website at www.state.wv.us/admin/purchase/vrc/agencyli.html.

Thank you for your immediate attention in this matter.

SLW:ssk



State of West Virginia
Purchasing Division

DESIGNATED PROCUREMENT OFFICER FORM

Fiscal Year 2026

Pursuant to *W. Va. 148 C.S.R. 1*, each spending unit must select a designee, whose name shall be filed with the Purchasing Director. The person(s) named must take at least 10 hours annually of available purchasing training and have responsibility for the function of purchasing. Each spending unit must process all purchases through this person(s), who shall be responsible for correspondence and communication with the Purchasing Division. A separate form must be used for each person designated, and a form must be submitted even if the designated procurement officer(s) will remain the same from the previous fiscal year. Please indicate below your primary and, if applicable, your back-up agency procurement designation and return this form **no later than June 13, 2025**, to:

Purchasing Division
ATTN: Designated Procurement Officer Form
2019 Washington Street, East
Charleston, WV 25305
Email: ***Purchasing.Training@wv.gov***

Name of Agency Procurement Designee: _____

Title: _____

Please Check One:

☐ Primary Agency Contact

☐ Back-Up Agency Contact

Agency: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

I certify the above individual to be our designated procurement contact for our agency.

Department / Agency Head Signature

Date