

DOCUMENTS REQUIRED FROM AGENCY FOR AN EQUIPMENT CHANGE ORDER

Equipment Change Order: A type of release order used to purchase commodities and services on a statewide contract.

The information below is a checklist of agency responsibilities in processing an Equipment Change Order. Please note that while this information is accurate in most cases, there may be occasion where additional information may be necessary or required.

CHECKLIST FOR EQUIPMENT CHANGE ORDERS

✓	DESCRIPTION
	WV-35 Purchase Requisition or RQH Screen (TEAM) signed by agency.
	*WVFIMS Agency Cover Sheet (X-Document) . Not applicable for open-end contracts.
	Pre-approvals , when applicable (such as Attorney General, Chief Technology Officer/IS&C, Design Build Board, Capitol Building Commission, WV Association of Rehabilitation Facilities, Surplus Property, Statewide Interoperability Executive Committee)
	Attach All Appropriate Contract Information , when applicable.
	Verification of Vendor Properly Registered with the Purchasing Division
	Verification of Vendor in Good Standing (with all laws and requirements of the state, including Secretary of State, Insurance Commission, and Workers Compensation).

*Projects that are funded by sources whereby invoices will not be processed by the State Auditor's Office do not require a P-Document. However, in those cases, the funding sources must be named on the WV-35 Purchase Requisition to be carried forward on the purchase order.

Revised March 15, 2012