

DOCUMENTS REQUIRED FROM AGENCY FOR A CHANGE ORDER

Change Orders: A purchasing method used for one-time / single purchases and open-end contracts.

The information below is a checklist of agency responsibilities in processing a 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 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)
	Purchasing Affidavit signed and dated by successful vendor (may be provided through bid process).
	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).
	Signed and Dated Vendor Letter / Price Quote (may be in electronic format).
	Verify current contractor's license and insurance , if applicable.
	Include bond rider , if applicable.
	Agency Justification Letter (include backdate explanation or explanation if exceeds 10% of original contract, if applicable)

*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.

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