

DOCUMENTS REQUIRED FROM AGENCY FOR CHANGE ORDERS (CO)

Change Orders (CO): Used to extend or renew terms, increase costs and revise scope of services, etc.

The information below is a checklist of Agency responsibilities in processing Change Orders. Please note, however, that while this information is accurate in most cases, there may be occasions where additional information may be needed or required.

Description
WV-35 Requisition or RQH Screen Signed by Agency
* WVFIMS Agency Cover Sheet (X-Document) (Not required for open-end contracts)
Pre-Approvals when applicable (AG; CTO/ISC; Design Build; Gen Ser; Prison Industries; Surplus Property)
Verify Vendor Eligibility (check for suspension or debarment)
Signed and Dated Vendor Letter/Price Quote (may be in electronic format)
Purchasing Affidavit signed and dated by Appropriate Vendor Representative
Agency Justification Letter (include back-date explanation 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 source must be named on the WV-35 to be carried forward on the Purchase Order.