

## DOCUMENTS REQUIRED FROM AGENCY FOR EQUIPMENT CONTRACT ORDERS (ECO)

**Equipment Contract Order (ECO):** Used to purchase commodities or services on statewide contract.

The information below is a checklist of Agency responsibilities in processing Equipment Contract 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 (P-Document)
Pre-Approvals when applicable (AG; CTO/ISC; Design Build; Gen Ser; Prison Industries; Surplus Property)
Attach All Appropriate Contract Information (where 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.