

# DOCUMENTS REQUIRED FROM AGENCY FOR A CENTRAL DELIVERY ORDER

**Central Delivery Order:** A written order to the contractor authorizing quantities of commodities and/or services to be delivered all in accordance with the terms, conditions, and prices stipulated in the original 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 CENTRAL DELIVERY ORDER

√	DESCRIPTION
	<b>Pre-approvals</b> , when applicable (such as Attorney General, Chief Technology Officer/IS&C, Design Build Board, Capitol Building Commission, Surplus Property, Statewide Interoperability Executive Committee)
	<b>Attach All Appropriate Contract Information</b> , if applicable
	<b>Verification of Vendor Properly Registered with the Purchasing Division</b> (check for suspension or debarment), and <b>ensure Taxpayer Identification Number (TIN) in wvOASIS matches the TIN on the bid</b>
	<b>Verification of Vendor in Good Standing within wvOASIS</b> (with all laws and requirements of the state, including Insurance Commission, Federal and State Debarment and Workers Compensation)
	<b>Verification of Vendor in Good Standing with Secretary of State</b> (check the Secretary of State's database)

*Revised June 8, 2018*