



STATE OF WEST VIRGINIA  
Department of Administration  
Purchasing Division

# Asset Management Coordinator Designation Form

Fiscal Year \_\_\_\_\_

In accordance with the guidelines established by the West Virginia Purchasing Division, pursuant to the **West Virginia Code** §5A-3-34, each state agency must select at least one individual in their agency to serve as the agency's asset coordinator in maintaining and controlling the agency's fixed assets.

Complete the requested information below and submit along with your **Asset Management Certification Cover Sheet**, no later than July 15, \_\_\_\_\_, to:

West Virginia Purchasing Division  
Program Services Section  
Surplus Property Unit  
2700 Charles Avenue  
Dunbar, WV 25064  
or  
FAX: 304-766-2631

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Name of Designated Coordinator: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Department Number: \_\_\_\_\_

State Agency Name: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Department/Agency Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_