

# **Ordering Instructions**

**Statewide Contract – AIRFARE17**

**Ordering Requirements - N/A**

**Special Instructions - N/A**

**Approvals Required** – Prior internal agency approval is required for all business-related travel.

**Agency and/or Vendor Contact Information:**

Elizabeth Perdue – Assistant Purchasing Director

WVSASP - Purchasing Division

304-356-2425

Email: [Elizabeth.J.Perdue@wv.gov](mailto:Elizabeth.J.Perdue@wv.gov)

National Travel

Jill Robinson

304-357-0830/800-262-4054

Email: [Jillr@nationaltravel.com](mailto:Jillr@nationaltravel.com)

**Type of Delivery Order – None**

**How to submit the completed order to the Vendor:**

1. Call vendor (National Travel) at 304 357-0801 and ask to speak to a “state” agent for reservations.