

Ordering Instructions

Statewide Contract – DEBT15

Ordering Requirements - The contract is available to all state agencies, political subdivisions, and Colleges and Universities.

Special Instructions– An Agency Delivery Order (ADO) must be created in Oasis with the appropriate documentation attached. The attached Usage Schedule provides the order of precedent for agencies and vendors.

Approvals Required - For purchases over \$250,000, Purchasing approval is required and will be submitted as a CDO

Agency and/or Vendor Contact Information:

DEBT15A

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See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

Type of Delivery Order –

Agency should prepare an Agency Delivery Order (ADO) for services rendered by the vendor.

How to submit the completed order to the Vendor - The agency must contact the vendor representative to initiate the procurement process. The vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communication. Furthermore, the vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.