

Statewide Contract CMA FAR1600000001 Ordering Instructions

- 1) An Agency may request to use the Statewide Contract when financing a capital purchase over \$100,000. Agencies can find the Master Lease Submission Request form attached to the Statewide Contract website. Please complete said form and submit to Patty Johns of the Finance Division to obtain prior approval to use the CMA FAR1600000001 contract.
patty.r.johns@wv.gov
304-558-6181 Ext. 214
- 2) A CDO must be created in Oasis with the appropriate documentation attached. CDO will follow the standard approval path.
- 3) Contact Patty Johns of the Finance Division to coordinate the contract processing with Vendor.