

# Ordering Instructions

## Statewide Contract

### FINANCE21

**Ordering Requirements** - An agency may request to use the Statewide Contract when financing a capital purchase over \$100,000.00.

**Special Instructions**– Agencies must fill out the Master Lease Submission Request Form. Contact Patty Johns to request the form.

**Approvals Required** - Submit the completed Master Lease Submission Request form and submit to Patty Johns of the Finance Division to obtain prior approval to use CMA FINANCE21 contract.

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

Finance Division, [patty.r.johns@wv.gov](mailto:patty.r.johns@wv.gov)  
304-558-6181 Ext. 214

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** – An ADO should be created in wvOasis with the appropriate documentation attached.

**How to submit the completed order to the Vendor** - Contact Patty Johns of the Finance Division to coordinate the contract processing with Vendor.