

Ordering Instructions

Statewide Contract

FINANCE –CMA FAR1700000001

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 attached to the Statewide Contract.

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 FAR1700000001 contract.

Agency and/or Vendor Contact Information:

Finance Division, 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 – A CDO must be created in Oasis with the appropriate documentation attached. CDO will follow the standard approval path.

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