

# Purchase Order



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

PURCHASE ORDER NO.  
 INKCRTO7

PAGE  
 1

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CORRECT PURCHASE ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS PUR-  
 CHASE ORDER SHOULD BE DIRECTED  
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER  
 2

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

\*423132115 304-746-4434  
 POMEROY COMPUTER RESOURCES SAL  
 4013 WASHINGTON STREET WEST  
 CHARLESTON WV 25313

SHIP TO

AGENCY COPY

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
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 BY ORDER.

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
08/09/2007		NET 30		611352158			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
CHANGE ORDER #02							
1. NEW CONTACT INFORMATION:							
TINA DEVEREAUX 1-800-846-8727 EXT: 1709							
FAX# 1-866-234-6092							
E-MAIL: STATEOFWV@POMEROY.COM							
2. TO REMOVE THE \$2500.00 TRANSACTION LIMIT FROM							
PURCHASING CARD ACCEPTANCE (P-CARD) LANGUAGE PER THE							
ATTACHED.							
EFFECTIVE DATE: 7/05/2007							
*****NO ADDITIONAL CHANGES*****							
PREVIOUS PO TOTAL==>						OPEN END	
PO NET CHANGE (+)==>							
PURCHASING DIVISION						CERTIFIED ENCUMBERED	
AUG 13 2007						<i>Jadkins</i>	
OPEN END							
TOTAL							

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY: *Jo Ann Adkins* 8/9/07  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

JO ANN ADKINS 304-658-8802

**GENERAL TERMS & CONDITIONS  
PURCHASE ORDER/CONTRACT**

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will: {a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer {b} be merchantable and fit for the purpose intended and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director or Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor / contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR ü160.103) and will be disclosing Protected Health Information (45 CFR ü160.103) to the vendor.



August 7, 2007

JoAnn Adkins  
Purchasing Division  
WV Dept. of Administration  
2019 Washington S E  
Charleston WV 25305

Re: INKCRT07 Change Order

Dear JoAnn:

Per our meeting yesterday, below is the information that you needed to do a change order for the INKCRT07 Contract. Again, everything will be handled through our National Sales Desk with the following contact information:

Point of contact: Tina Devereaux 1-800-846-8727 Ext. 1709

Toll free fax line for orders: 1-866-234-6092

Email address for orders: [stateofwv@pomeroy.com](mailto:stateofwv@pomeroy.com)

These resources are dedicated to only the INKCRT07 orders and questions. The POC will become effective Monday August 13, 2007, but for faxes and emails they can become effective immediately. We will also be working on getting the Pomeroy On-Line tool for these orders, and I will keep you posted on the progress of that. If you have any questions, please feel free to contact me at your convenience.

Sincerely,

Michael Ferrari  
Gov./Ed Account Executive



# State of West Virginia

Office of the State Auditor  
1900 Kanawha Boulevard, East  
State Capitol Complex, Building 1, Room W-100  
Charleston, West Virginia 25305

Glen B. Gainer III  
State Auditor

Telephone: (304) 558-2251  
FAX: (304) 558-5200  
[www.wvsao.gov](http://www.wvsao.gov)

July 5, 2007

Robert W. Ferguson, Jr.  
Secretary of Administration  
State Capitol  
Building 1, Room E-119  
Charleston, WV 25305

Dear Secretary Ferguson:

I would like to confirm our recent agreement concerning use of the State Purchasing Card. It has come to my attention that the language inserted in the Statewide Contracts regarding acceptance of the P-Card as a payment mechanism refers to a \$2,500 transaction limit. As you know, as a result of recent legislation, this limit no longer applies; therefore, I am requesting the transaction limit be removed from the current language.

I appreciate your help concerning this matter. If you have any questions or need additional information, please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Glen B. Gainer III".

Glen B. Gainer III  
State Auditor

cc: Dave Tincher

GBG:JS



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LINE	QUANTITY	UQP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: INKCR07							
0001		966-24-01-001	COMPUTER LASER CARTRIDGES, INKJETS				
SIGNATURE _____				DATE _____			

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TOTAL

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BY \_\_\_\_\_  
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