



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION

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To: All State Agencies and Political Subdivisions

From: Evan Williams  
Buyer Supervisor  
Office of Technology

Subject: Policy Letter IP06-001

Date: December 8, 2005

**ADMINISTRATIVE DIRECTIVE**

**IP06-001**

**SUBJECT: IP06- Contract Policy**

**PURPOSE**

The purpose of this policy is to provide guidelines on the proper usage of IP06.

**POLICY NOTIFICATION**

1. When ordering equipment off of the IP06 contract, the agency must complete the Release Order (WV39) and email to the Contract Administrator for CTO's approval at [ipboard@wvadmin.gov](mailto:ipboard@wvadmin.gov). **Do not mail copies of WV39 by mail or interdepartmental mail.**

The email must contain the name, phone number and email address of the person who receives the approval Memo.

2. Upon receipt of the WV39 the Contract Administrator will review the request for accuracy and that it meets the requirements of the contract. Upon approval an award letter will be sent back to the agency via email.
3. Upon receiving the memo the agency will mail the original WV39 or fax the WV39 to (480) 889-8489, then mail the original WV39 to Charles Wheeler, Lenovo Direct Account Manager, 8123 Hardy Avenue, Tempe, AZ 85284, as authorization for shipment. You may reach Charles Wheeler at (877) 338-4465 ext 6364 or [cxwheele@directlenovo.com](mailto:cxwheele@directlenovo.com).
4. A third copy must be mailed to the Purchasing Division and a fourth copy retained by the spending unit. It is the agency's responsibility to insure that the approval Memo from the Office of Technology is attached to the State Auditors copy of the WV39.

This policy directive may be subject to further review.