

# Ordering Instructions

## Statewide Contract

LDPHONE19

**Ordering Requirements** – Agencies must submit an approved Telecommunications Change Request (TCR) form to the WV Office of Technology (WVOT) at [tcr@wv.gov](mailto:tcr@wv.gov) for services ordered from this contract. Current TCR forms can be downloaded from the following address:

<http://technology.wv.gov/ProductsAndServices/Pages/DownloadableForms.aspx>

**Special Instructions**– The Agency must complete the TCR in full and an Agency representative accountable for the associated charges must approve prior to submitting to the WVOT. If needed, Agencies may request a waiver from the ordering, billing and/or payment of services (DOA Chapter §5A-7) from this contract by submitting their request with justification to the Chief Technology Officer at [consulting.services@wv.gov](mailto:consulting.services@wv.gov).

**Approvals Required** – Agency’s Approval Authority

**Agency and/or Vendor Contact Information:** WVOT: [tcr@wv.gov](mailto:tcr@wv.gov)

**Type of Delivery Order** - TCR

**How to submit the completed order to the Vendor** – The WVOT will submit the completed order to the Vendor.

**POLITICAL SUBDIVISIONS:** Contact vendor to confirm that contract pricing is available.