



BOB WISE
GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
P.O. BOX 50130
CHARLESTON, WEST VIRGINIA 25305-0130

TOM SUSMAN
ACTING CABINET SECRETARY

DAVID TINCHER
DIRECTOR

Memorandum

January 9, 2004

To: All State Agencies

From: Betty Francisco *Betty Francisco*
Senior Buyer
Purchasing Division
304-558-0468 (Phone)
304-558-4115 (Fax)

Subject: Office Product State Wide Contract – OFFICE02 – Change Order 1

Sharon M. Covert, (304-755-8172) is the new Boise representative, who replaced Wendell Samson. Either Sharon or Mick Bell (800-532-6473, x 8466) will be happy to assist you. The breakdown of assignments by county for Sharon and Mick is attached.

Change Order Number 1 (attached) added the 2004 Net Pricer and the 2004 Boise Office Catalog to the contract, effective January 1, 2004. The 2004 Boise Cascade catalog in conjunction with the net price list should be used when ordering. If you have not received a copy of the 2004 Net Pricer and desire to receive one you may order it from Boise, Item #B9SWVPRICER. The 2004 Boise Office catalog is also now available and will be sent with every order Boise processes. If you don't receive one, you may order Item #J9CATALOG04.

The net pricer will be available on CD soon; using the CD should save time. If you are interested in receiving a CD, please contact Sharon.

If you are not currently doing so, you are strongly encouraged to use the internet to place your orders. If you desire training to placing your Boise orders via the internet, give Sharon a call to schedule the training. Some folks may be able to be trained with a simple phone call.

If you have any questions concerning the contract, please contact me.

West Virginia County Breakdown

Boise Customer Care

Phone: 800-472-6473

Fax: 800-264-7366

Sharon Covert

p 800-532-6473 ext. 8354

SharonCovert@boiseoffice.com

Barbour
Berckley
Brooke
Fayette
Grant
Greenbrier
Hampshire
Hancock
Hardy
Jefferson
Kanawha
Marion
Marshall
Mercer
Mineral
Monanghalia
Monroe
Morgan
Ohio
Pendelton
Pocohontas
Preston
Raleigh
Summers
Taylor
Tucker
Wetzel

Mick Bell

p 800-532-6473 ext. 8466

MickBell@boiseoffice.com

Boone
Braxton
Cabell
Calhoun
Clay
Doddridge
Gilmer
Harrison
Jackson
Lewis
Lincoln
Logan
McDowell
Mason
Mingo
Nicholas
Pleasants
Putnam
Randolph
Ritchie
Roan
Tyler
Upshur
Wayne
Webster
Wirt
Wood
Wyoming



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

Purchase Order

PURCHASE ORDER NO.
OFFICE02

PAGE
1

BLANKET RELEASE
00

CORRECT PURCHASE ORDER NUMB
 MUST APPEAR ON ALL PACKAGI
 INVOICES, AND SHIPPING PAPER
 QUESTIONS CONCERNING THIS PU
 CHASE ORDER SHOULD BE DIRECT
 TO THE BUYER AS NOTED BELOW

CHANGE ORDER
1

AGENCY COPY SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

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

*502130846 304-755-8172
 BOISE CASCADE OFFICE PRODUCTS
 20 SYLVESTER DRIVE
 WINFIELD WV 25213-9386

S
H
I
P
T
O

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

DATE PRINTED 01/02/2004	TERMS OF SALE NET 30	FEIN/SSN 820477390	FUND
SHIP VIA BEST WAY	F.O.B. DESTINATION	FREIGHT TERMS PREPAID	ACCOUNT NUMBER MUL-MUL

LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
			CHANGE ORDER #01		
EFFECTIVE JANUARY 1, 2004 THE 2004 NET PRICER FOR THE STATE OF WEST VIRGINIA AND THE 2004 BOISE OFFICE PRODUCTS CATALOG ARE ADDED TO THIS PURCHASE ORDER. DISCOUNTS FROM LIST SHALL REMAIN THE SAME. -----NO ADDITIONAL CHANGES-----					
				PREVIOUS PO TOTAL==>	OPEN END
				PO NET CHANGE (+)==>	

WV STATE PURCHASING DIVISION
 ADMINISTRATION UNIT
 CERTIFIED ENCUMBERED
 JAN 07 2004
Beverly Toler

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

OPEN END

TOTAL

BETTY FRANCISCO 304-558-0468

APPROVED AS TO FORM BY

RY



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

Purchase Order

PURCHASE ORDER NO.
OFFICE02

PAGE
1

BLANKET RELEASE
00

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

CHANGE ORDER
1

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

OT 10-0-02

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

PROD 10-0-02

*502130846 304-755-8172
 BOISE CASCADE OFFICE PRODUCTS
 20 SYLVESTER DRIVE
 WINFIELD WV 25213-9386

SHIP TO

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

DATE PRINTED 01/02/2004	TERMS OF SALE NET 30	FEIN/SSN 820477390	FUND
SHIP VIA BEST WAY	F.O.B. DESTINATION	FREIGHT TERMS PREPAID	ACCOUNT NUMBER MUL-MUL

LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
			RECEIPT TICKET FOR PURCHASE ORDER:		OFFICE02
LINE	CATNO	ITEM	NUMBER	DESCRIPTION	QTY DATE
0001		615-99-99-999	MISCELLANEOUS OFFICE SUPPLIES		_____
		SIGNATURE _____		DATE _____	

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

TOTAL

APPROVED AS TO FORM BY _____
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE