

Ordering Instructions

Statewide Contract

SANPAP
Sanitary Paper Products

Ordering Requirements – Spending Unit(s) shall issue a wvOASIS Agency Delivery Order (ADO) to Liberty Distributors for eligible items awarded from this Contract.

Special Instructions – Orders under \$300.00 may be purchased in the open market through normal competitive Purchasing bidding procedures and requirements.

Agencies placing Emergency Orders **MUST** include this information on the face of the ADO. Failure to include this information may result in delays of delivery.

Approvals Required – N/A

Agency and/or Vendor Contact Information:

Liberty Distributors, Mark Peluchette
800-828-9920 Ext. 113
Fax: (304) 547-0490
markp@libertydistributors.com

Type of Delivery Order – An ADO must be created in Oasis with the appropriate documentation attached.

How to submit the completed order to the Vendor – Agencies should follow the direction of their designated Procurement Officer regarding submitting completed orders to the Vendor.

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