

Ordering Instructions

Statewide Contract

SANPAP21

Sanitary Paper Products

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

Special Instructions – Orders under \$200.00 may be purchased in the open market through normal competitive Purchasing bidding procedures and requirements.

Agencies placing Emergency Orders should 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 should be created in wvOasis 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.