

JOE MANCHIN III
GOVERNOR

STATE OF WEST VIRGINIA DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION

2019 WASHINGTON STREET, EAST P.O. BOX 50130 CHARLESTON, WEST VIRGINIA 25305-0130

Memorandum

ROBERT W. FERGUSON, JR. CABINET SECRETARY

DAVID TINCHER
DIRECTOR

April 25, 2007

TO:

TEMP07 Vendors

FROM:

Jo Ann Adkins

Senior Buyer

304-558-8802 (Phone) 304-558-4115 (Fax)

SUBJECT:

Report Requirements for TEMP07

The attached form is for reporting criteria required for TEMP07. This is a simple And direct form, and should not present any problems.

At the top of the form, each vendor should add the correct letter designation after "TEMP07"; e.g., WVARF will add "A" (TEMP07A) on their report. Each vendor shall also add the company name to whom the award was made. Each report shall be signed and dated. If your report is longer than one page, number the pages.

If a temporary worker has worked in more than one classification, list each classification. Each line of entry should only cover one assignment. If an individual has had more than one assignment in an agency, those assignments should be listed on separate lines, but grouped together on the sheet(s).

In addition to sending a paper (hard copy) report, please e-mail the excel spreadsheet to:

joadkins@wvadmin.gov

Please contact me if you have any questions.

Vendor Name:		Signature:		
Reporting Criteria/TEMP07		Date:		
Reporting Period	5/1/07 - 7/31/07			
Report Due:	08/30/2007			
Employee Name	Classification	Agency(s) Worked	Hours/ Current Quarter	Hours/ Last 12 Months
Annual Control of the				
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	AVA-13306 I WATER-PROPERTY AND THE PROPERTY AND THE PROPE			
Summary Information				
		Dollars		
Number of Temporary Worker Placements	Total Hours for all Placements	Billed/Current Quarter	Total Dollars Billed - TEMP04	
		\$	\$	