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GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
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CABINET SECRETARY

DAVID TINCHER
DIRECTOR

Memorandum

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.

