



State of West Virginia
West Virginia Purchasing Division • State Auditor's Office

CERTIFICATE OF COMPLETION

Pursuant to the requirements of *West Virginia Code* §5A-3-60, I

_____,
[PRINTED NAME OF INDIVIDUAL WHO COMPLETED THE COURSE]

an employee of

_____,
[NAME OF DEPARTMENT AND/OR AGENCY]

hereby certify that by signing below, I am affirming that I have taken the required two hours of training related to West Virginia's state purchasing procedures and purchasing cards entitled *Purchasing Procedures and the Purchasing Card Rules*. I completed this training on the date prescribed below by viewing the available recording in its entirety.

Signature: _____

Job Title: _____

Date: _____ Time: _____