

# West Virginia Procurement: Basic Certification

## LETTER OF VERIFICATION

This letter verifies that \_\_\_\_\_ achieved one full year (equal to 12 consecutive months) of experience in public procurement, which was attained within two years prior to the completion of this form.

PARTICIPANT'S SIGNATURE

Participant's Name: \_\_\_\_\_

Participant's Agency: \_\_\_\_\_

The Participant named above is permanently employed by the Agency named above, which falls under the authority of the West Virginia Purchasing Division as set forth in W. Va. Code § 5A-3. His/her scope of work involves a level of 75% or greater of procurement responsibilities, subject to that authority, in a professional, not supportive-level, role; OR he/she participates in the processing of 75% of the purchases subject to that authority for his or her respective spending unit in a professional, not support-level, role. Please note that procurements exempt from this authority do not fall within the parameters of this requirement and may not be counted toward the 75% indicated.

Professional-level responsibilities include but are not limited to:

- Overseeing the agency's compliance with purchasing law, regulations, and procedures
- Ensuring vendors are registered
- Preparing and approving specifications
- Preparing requests for quotation, requests for proposal, and other types of purchasing transactions
- Evaluating bids and awarding contracts/purchase orders

Support-level responsibilities include but are not limited to:

- Holding a Purchasing Card
- Issuing delivery orders
- Receiving goods and/or services

Below, the Participant has described in detail his/her role within the Agency and the procurement duties for which he/she is responsible.

By signing this letter, the Supervisor and Agency Head verifies that this individual meets the criteria as stated above in order to proceed in the WV Procurement: Basic Certification Program.

\_\_\_\_\_  
SUPERVISOR'S NAME / TITLE - PRINT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AGENCY HEAD'S NAME / TITLE - PRINT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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**PURCHASING DIVISION USE ONLY**

*The Purchasing Director has final authority to accept or reject an agency procurement officer into the Procurement Certification Program.*

IF APPLICABLE, CONFIRMATION OF AN INDIVIDUAL'S ROLE WITHIN THE AGENCY MAY BE SOUGHT BY THE RESPECTIVE DEPARTMENT'S DESIGNATED PROCUREMENT OFFICER.

CONFIRMED BY \_\_\_\_\_ ON \_\_\_\_\_.

APPROVED

NOT APPROVED

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE