



**NON-Contract Items - PURCHASING CHECKLIST**

PO#

240015

Use this form only if the items are not available from Surplus, WVCI, WVARF or Contract

Vendor

Thames

**1. Determine the need** - Items Requested

Freezer Switch - Emergency

Date Requested	Requested by (Name)	Commodity Code	
<u>7-7-</u>	<u>Michael M</u>	<u>2315000</u>	
Fund & Approp. Codes	Object & Sub-Object Codes	Dept. Code	COVID Function?
<u>8858-13000</u>	<u>3222-3608</u>	<u>3500</u>	Yes or No

**2. Vendor Spend**

\*Aggregate: In rolling 12-month period! (between one year ago on this date and today)

2.a. Have we spent over \$5,000.00 aggregate\* with this vendor?

Yes or No

\*Search in wvOASIS using Business Intelligence AP-055I Report - PRINT AND ATTACH REPORT!

Total on AP-055I Report \$ 837<sup>00</sup> + This order \$ 74- = Total Vendor Spend: \$ 911-

If yes, 3 bids are required (see #6 below).

2.b. Have we spent over \$5,000.00 aggregate\* on this commodity?

Yes or No

\*Search in wvOASIS using Business Intelligence PROC-CC-001 Report - PRINT AND ATTACH REPORT!

Total on PROC-CC-001 Report \$ \_\_\_\_\_ + This order \$ \_\_\_\_\_ = Total Commodity Spend: \$ \_\_\_\_\_

If yes, 3 bids are required (see #6 below).

2.c. Is the vendor required to be registered in wvOASIS?

Yes or No

Always yes if \$5,000 or more aggregate Vendor spend, no matter how paid.

2.d. Is vendor registered in OASIS?

Yes or No

If 2.c. is Yes, and 2.d. is No, STOP and require the vendor to register or find another vendor.

If 2.d. is Yes, Vendor I.D. # in wvOASIS (VCUST) \_\_\_\_\_

2.e. Does the vendor accept p-card payment?

Yes or No

The vendor must be registered in OASIS if Vendor spend is <\$5,000, even if paid by pcard.

If vendor does not accept pcard, they must register in OASIS for check or EFT payment.

If 2.e. is No and Vendor spend is <\$5000 aggregate, STOP and require the vendor to register

**3. Vendor compliance checks - all purchases over \$5,000 (Section 5.3.1.6)**

Non-Conflict <http://www.state.wv.us/admin/purchase/Documents/nonconflict.pdf>

SOS Report <http://apps.sos.wv.gov/business/corporations>

VCUST Report from myapps showing no holds. All holds must be cleared prior to purchase.

State Debarment <http://www.state.wv.us/admin/purchase/Debar.html>

Federal Debarment <https://sam.gov/search>

**4. Non-contract purchase over \$5,000 aggregate spend (rolling 12-month period)**

APO or other order number - must be placed in wvOASIS. >

Compliance checks (#3 above)

Bids as required below

**5. WV-96 required when vendor includes terms and conditions. Never sign vendor T&C without WV-96!**

**6. Spending limits**

~~\$0-\$5,000~~

~~\$5,000.01-\$20,000~~

~~\$20,000.01-\$50,000~~

~~\$50,000.01 and up~~

*bids not required but are encouraged*

*3 verbal bids required (use WV-49 form). A no-bid is not a bid!*

*formal bid process at Agency level*

*formal bid process at Central Purchasing level*







Messenger, Michael D <michael.d.messenger@wv.gov>

# TOGGLE SWITCH

2 messages

loraminern@frontier.com <loraminern@frontier.com>  
To: "Messenger, Michael D" <michael.d.messenger@wv.gov>

Thu, Jul 6, 2023 at 10:40 AM

Good morning, just checked and switch is supposed to be here tomorrow- hopefully.

Switch: \$ 54.00

Shipping: \$ 20.00

Total: 74.00

*received  
Mike Messenger*

Thanks Lora

Messenger, Michael D <michael.d.messenger@wv.gov>  
To: loraminern@frontier.com

Thu, Jul 6, 2023 at 10:43 AM

Sounds good, thanks!

**Michael D Messenger**  
**Building and Grounds Manager**  
**West Virginia Veterans Nursing Facility**  
[michael.d.messenger@wv.gov](mailto:michael.d.messenger@wv.gov)  
**(304)-838-3784**  
**(304)-626-1600 XT 2093**

[Quoted text hidden]

# ALPINE REFRIGERATION PRODUCTS LLC

USA THERMEX REFRIGERATION LLC  
801 E PIKE STREET  
CLARKSBURG, WV 26301-2241  
us

Voice: 304-623-5724  
Fax: 304-623-5725

# INVOICE

Invoice Number: 20239  
Invoice Date: Aug 1, 2023  
Page: 1

Duplicate

*pd 9.12*

<b>Bill To:</b>
VA NURSING HOME ATTN: BUSINESS OFFICE 1 FREEDOMS WAY CLARKSBURG, WV 26301

<b>Ship to:</b>
VA NURSING HOME ATTN: BUSINESS OFFICE 1 FREEDOMS WAY CLARKSBURG, WV 26301

Customer ID	Customer PO	Payment Terms	
VA NURSING HOME	PO 240015	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		8/16/23

Quantity	Item	Description	Unit Price	Amount
1.00		TOGGLE SWITCH 0200	54.00	54.00
1.00		SHIPPING	20.00	20.00
		<i>Emergency Purchase</i>		
		<i>Mike Messinger</i>		

Subtotal	74.00
Sales Tax	
Total Invoice Amount	74.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>74.00</b>

Check/Credit Memo No:







