




MARK D. SCOTT
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

W. MICHAEL SHEETS
DIRECTOR

MEMORANDUM

TO: All Agency Designated Purchasing Contacts

FROM: W. Michael Sheets, Director 
West Virginia Purchasing Division

DATE: May 11, 2022

SUBJECT: Agency Procurement Designation(s) for FY2023

For Fiscal Year 2022, you were assigned as the **Primary Procurement Contact** by your agency head, which is required annually for each fiscal year period. The attached *Agency Procurement Designation Form* must be completed for each agency for Fiscal Year 2023, regardless if the procurement designee(s) will remain the same from the previous fiscal year.

W. Va. 148 C.S.R. 1 requires that all purchases be approved by the secretary or head of the spending unit, or a designee, whose name must be filed with the Purchasing Director. Each spending unit must process all purchases through this person(s), who is responsible for correspondence and communication with the Purchasing Division.

Please have your agency head complete and sign the *Agency Procurement Designation Form* for each designated contact person and indicate whether the individual will be the primary or back-up contact for your agency. A separate form is required for each designee. All forms must be submitted to the Purchasing Division at Purchasing.Training@wv.gov. **The deadline for submitting the form(s) is close of business on June 15, 2022.**

Each designated procurement officer is required to take 10 hours of training offered by the Purchasing Division annually. Designees are encouraged to obtain their required 10 hours of annual purchasing training by participating in the 2022 Agency Purchasing Conference, scheduled for August 24-26 at The Resort at Glade Springs in Daniels, WV. Registration will open in June, with additional information available online at www.state.wv.us/admin/purchase/Conference/Agency/2022.

Questions may be directed to Assistant Director Samantha Knapp at (304) 558-7022 or Samantha.S.Knapp@wv.gov. A listing of all agency designated procurement contacts can be viewed on our website at www.state.wv.us/admin/purchase/vrc/agencyli.html.

Thank you for your immediate attention in this matter.

WMS:ssk



State of West Virginia
Purchasing Division

AGENCY PROCUREMENT DESIGNATION FORM

Fiscal Year 2023

Pursuant to *W. Va. 148 C.S.R. 1*, each spending unit must select a designee, whose name shall be filed with the Purchasing Director. The person(s) named must take at least 10 hours annually of available purchasing training and have responsibility for the function of purchasing. Each spending unit must process all purchases through this person(s), who shall be responsible for correspondence and communication with the Purchasing Division. A separate form must be used for each person designated, and a form must be submitted even if the designated procurement officer(s) will remain the same from the previous fiscal year. Please indicate below your primary and, if applicable, your back-up agency procurement designation and return this form **no later than June 15, 2022**, to:

Purchasing Division
ATTN: Agency Procurement Designation Form
2019 Washington Street, East
Charleston, WV 25305
Email: ***Purchasing.Training@wv.gov***

Name of Agency Procurement Designee: _____

Title: _____

Please Check One:

Primary Agency Contact

Back-Up Agency Contact

Agency: _____

Mailing Address: _____

Telephone: _____ Fax: _____

Email Address: _____

I certify the above individual to be our designated procurement contact for our agency.

Department / Agency Head Signature

Date