



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Purchase Order

Order Date: 06-09-2023

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Number:	CPO 1600 1004 SOS2000000001 2	Procurement Folder:	656605
Document Name:	Emergency Purchase - Postage & Mailing of Voter Confirmation	Reason for Modification:	Change Order No. 1
Document Description:	Emergency Purchase - Postage & Mailing of Voter Confirmation	To cancel the remaining balance of the contract	
Procurement Type:	Central Emergency Purchase		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	000000207725		Requestor Name:	Melissa Pettrey	
CHAMPION INDUSTRIES INC 2450 1ST AVE			Requestor Phone:	(304) 558-0094	
HUNTINGTON WV 257031218			Requestor Email:	melissa.k.pettrey@wv.gov	
US			<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	304-343-7551	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage			
#1	No	0.0000	10		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
CFO SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON WV 25305-0770 US	SUPPLY CLERK SECRETARY OF STATE BLDG 1 STE 157K 1900 KANAWHA BLVD E CHARLESTON WV 25305-0770 US

6-12-23 Box

Purchasing Division's File Copy

Total Order Amount:	\$45,695.18
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ENTERED

[Signature]
6/12/2023

PURCHASING DIVISION AUTHORIZATION DATE: <i>Munt...</i> 6/12/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Tolson</i> 6-13-23 ELECTRONIC SIGNATURE ON FILE
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6/13/2023

Extended Description:

Change Order

Change Order No. 1 is issued to cancel the remaining balance of the purchase order that was not used nor owed per the attached documentation.

Original Contract Total: \$49,073.76

Change Order No. 1 Decrease: \$3,378.58

New Contract Total: \$45,695.18

Effective date of cancellation is 4/23/2023

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82121500	0.00000		0.000000	22531.86
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Printing- Voter Confirmation Card

Extended Description:

Printing- Voter Confirmation Card

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	44121513	66180.91000	EA	0.350000	23163.32
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Postage- Voter Confirmation Card

Extended Description:

Postage- Voter Confirmation Card
flat rate



Mac Warner
Secretary of State
State of West Virginia

Office of the Secretary of State
100 Capitol
Charleston, West Virginia, USA

Office of the Secretary of State
100 Capitol
Charleston, West Virginia, USA
www.wvsos.com

**Champion Industries Inc
PO BOX 2029
Charleston WV, 25327-2029**

April 20, 2023

**Re: Cancellation of Balance of "CPOSOS2000000001"
Postage & Mailing of Voter Confirmation**

Dear Vendor,

The above referenced Purchase Order in the amount of \$49,073.76 was issued on November 15, 2019. We are requesting your approval to cancel the remaining balance in its entirety of \$3,378.58 that still exists on purchase order CPOSOS2000000001.

Your signature on the line below will acknowledge that you concur with this action there are no outstanding invoices against the purchase order. Please mail this letter back to my attention at 1900 Kanawha Blvd. E, Building 1, Suite 157-k, Charleston, WV 25305 OR email to me at kaylah@wvsos.com. Failure to receive written exception to this cancellation within 30 days will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific contract only.

If you have any questions or need additional information, please call.

Sincerely,

Kayla Hill
Finance Specialist
WV Secretary of State

Signature

4/21/23
Date

CHARLES L. BLANKENSHIP

DIVISION MANAGER