



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

State of West Virginia
Delivery Order

Order Date: 04-07-2026

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:	CDO 0506 3010 MCH200000001 9	Change Order No:	1	Procurement Folder:	636984
Document Name:	WV Assoc. of Rehabilitation Facilities PR # MCH20-066			Reason for Modification:	
Document Description:	Office Assistant III 10/21/19-10/20/20			CO 1 - To cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.	
Procurement Type:	Central Delivery Order				
Buyer Name:	Mark A Atkins				
Telephone:	(304) 558-2307				
Email:	mark.a.atkins@wv.gov				
Shipping Method:	Best Way			Master Agreement Number: CMA 0212 TEMP16A 9	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000204796			Requestor Name:	Erin C Basham
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN				Requestor Phone:	304-356-4097
CHARLESTON WV 25311				Requestor Email:	erin.c.basham@wv.gov
US					
Vendor Contact Phone:	681-661-0143	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO		SHIP TO	
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH - MATERNAL & CHILD HEALTH 350 CAPITOL ST, RM 427 CHARLESTON WV 25301-3714 US		PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BPH/MCH - RESEARCH UNIT 350 CAPITOL ST, RM 427 CHARLESTON WV 25301-3714 US	

Purchasing Division's File Copy

Total Order Amount:	\$20,684.93
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PURCHASING DIVISION AUTHORIZATION
 DATE: *4/13/2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *4-13-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change order 1 is to cancel remaining balance per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Original Contract Total: \$29,919.20
Change Order # Decrease: (\$ 9,234.27)
New Contract Total: \$20,684.93

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111613	1388.25033	HOUR	\$14.9000	\$20,684.93
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-10-21	2020-10-20				

Commodity Line Description: Office Assistant III

Extended Description:

CO 1 - To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Office Assistant III for MCH (Family Planning Division) TEMP

Effective date of
10/21/2019 - 10/20/2020



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
CENTRAL FINANCE OFFICE

Arvin Singh, EdD, MBA, MPH, MS, FACHE
Health Secretary

March 23, 2026

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC
400 PATTERSON LN
Charleston, WV 25311

Re: Cancellation of Balance
PO#: CDO MCH2000000001

Dear Vendor:

The above referenced Purchase Order in the amount of \$29,919.20 was issued on September 26, 2019. We are requesting your approval to cancel the remaining balance of \$9,234.27 that still exists on purchase order CDO MCH2000000001.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please mail this letter back to my attention at 350 Capitol Street Room 206, Charleston, WV 25301, or email to me at erin.c.basham@wv.gov. Failure to receive written exception to this cancellation by April 6, 2026, 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 questions or need additional information, please email me at erin.c.basham@wv.gov.

Sincerely,

Erin Basham
Bureau for Public Health

Signature

Date

Agreed

Heather White



Basham, Erin C <erin.c.basham@wv.gov>

Requesting Cancellation of Balance CDO MCH200000001

2 messages

Basham, Erin C <erin.c.basham@wv.gov>

Mon, Mar 23, 2026 at 2:50 PM

To: Sjones@wvarf.org, Trey R Morris <trey.r.morrisiii@wv.gov>, DH CFU Invoices <dhcfinvoices@wv.gov>

Good Morning,

We are requesting to cancel the remaining balance on CDO MCH20*001 to free up encumbrances. From my records there are no outstanding invoices against this PO. Could you confirm and sign the attached cancellation letter?

Thanks,
Erin

 **Cancellation Letter - CDO MCH20_001.docx**
2515K**Sabrina Jones** <Sjones@wvarf.org>

Tue, Mar 24, 2026 at 9:10 AM

To: Jessica Osbin <josbin@wvarf.org>

Cc: "Basham, Erin C" <erin.c.basham@wv.gov>, Trey R Morris <trey.r.morrisiii@wv.gov>, DH CFU Invoices <dhcfinvoices@wv.gov>

Jessica,

There are no outstanding invoices for MCH20*001. Close out ready for signature and to be returned to customer.

Thanks,

**Sabrina Jones****Accounts Receivable**
sjones@wvarf.org
Office: 681-661-0142*West Virginia Association of Rehabilitation Facilities (WVARF)*

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www.wvarf.org

Mission: WVARF acts to support nonprofit organizations that empower individuals with disabilities to find meaningful employment through planning, training, and advising

[Quoted text hidden]

 **Cancellation Letter - CDO MCH20_001.docx**
2515K

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Online Data Services Help

Business Organization Detail

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THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C I Corporation	5/8/1973		5/8/1973	Domestic	Non-Profit			

Organization Information			
Business Purpose	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)		Capital Stock 0.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311
Notice of Process Address	NITA HOBBS 400 PATTERSON LANE CHARLESTON, WV, 25311
Principal Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311 USA
Principal Office Mailing Address	PO BOX 6764 CHARLESTON, WV, 25362 USA
Type	Address

Officers	
Type	Name/Address
Director	NITA HOBBS 563 BURROUGHS STREET MORGANTOWN, WV, 26505
Incorporator	GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA
Incorporator	TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA
President	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	8/28/1995	
WVARF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/21/2014	AMENDMENT FILED: SEE IMAGE
6/4/2010	FILED AMENDING BY-LAWS
5/26/2009	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
11/18/1985	AMEND; BY LAWS
Date	Amendment

Annual Reports	
Filed For	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, April 6, 2026 — 7:37 AM

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