

From: Sheets, Mike - Purchasing
Sent: Tuesday, March 17, 2020 1:53 PM
To: Mullins, Dave W <Dave.W.Mullins@wv.gov>
Subject: RE: Emergency Purchase

David,

You're approved to bypass the statewide contract and purchase 2 laptops on an emergency basis. Before making any purchase, however, please make sure that the Office of Technology has given their approval on a technological basis.

Regards,
Mike

From: Mullins, Dave W <Dave.W.Mullins@wv.gov>
Sent: Tuesday, March 17, 2020 1:21 PM
To: Sheets, Mike - Purchasing <William.M.Sheets@wv.gov>
Subject: Emergency Purchase
Importance: High

I'm asking OT first, but looking to purchase 2 laptops via emergency purchase – how do I get your approval?

David Mullins
Acting Finance Director
West Virginia Department of Administration
304 414 9040