

WVOT Purchasing Request Form (PR1) - FY19

Revised 7-9-18

Email requests to: OT Purchasing Request (otpurchasingrequest@wv.gov)

Use Subject Line: (Director Last Name) – (Estimated Cost of Procurement, i.e. PCARD, Under \$25K, Over \$25K)

EXAMPLE Subject: Garrett – PCARD or Chapman - Under \$25K

(*) Indicates required field

(*) WVOT Contact: _____ (*) Date: _____

(*) Annual/One time Cost: \$ _____ Years 2-4 Cost \$, if applicable: _____

(*) Requested Date Due: _____ Purchase For: _____

Type of Purchase: PCARD - Purchases \$2500 or less. (Purchases \$500 and greater require CFO Approval)
Release Order - From an existing open-end contract
Purchase Order/Solicitation - One-time, Open End, Sole Source; Renewals (Y or N)
Other (Change Order, Renewal, etc.)

Existing/Former Contract Reference, if known: _____

(*) Description of Item/s to be purchased and vendor if known (attach additional sheets if necessary):

(*) Justification - Why is it necessary? - If being purchased for another Agency, please note here:

BACKUP:

- 1 Suggested Vendor List, 5-7 Vendors (must include Vendor Name, Contact Name, Contact Phone, Email)
- 2 Specifications or Bill of Material - \$2500 and greater
- 3 Alternate Shipping Address (Warehouse is to be used for all PCs and Equipment greater than \$1000 to be inventoried)

(*) Director Approval: _____ (*) Date: _____

(*) Included in Budget / Rates - Y/N: _____

To be completed by the Accounting Team: OT Tracking Number: OT19 _____

Funding:
Fund: _____ Dept: _____ Unit: _____ Apr. Unit: _____
Object: _____ Sub Obj: _____ Budget Year: _____ Fiscal Year: _____

CFO Approval: _____