



State of West Virginia
Department of Homeland Security
Division of Administrative Services
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JEFF S. SANDY, CFE, CAMS
CABINET SECRETARY

MICHAEL V. COLEMAN
DIRECTOR

**Agency Policy Statement 301.00 – Attachment #1 – Purchase/Contract Request Review Form
For preparation by the Purchasing Section**

Date: Insert Date of Request

To: Insert Director's Name/Title

Purchase/Contract Request: Insert Assigned Indexing Number

Vendor: Insert Successful Vendor's Name

Agency: Insert the Name of the Agency Making the Request

Document Description: Insert clear, concise statement of purpose, for example: *"This is a contract renewal for Kitchen Equipment Maintenance for DCR."*

The attached documentation has been reviewed by the Purchasing Section's Assistant Director and/or Purchasing Manager to ensure that all documentation has been completed and is in order.

Insert Name(s)
Assistant Director – Purchasing Section/Purchasing Manager

The attached documentation has been reviewed by the Assistant Director – Fiscal Operations Section and/or Accounting Supervisor to ensure that funding is available for this purchase.

Insert Name(s)
Assistant Director – Fiscal Operations Section/Accounting Supervisor