



**WEST VIRGINIA DIVISION OF ADMINISTRATIVE SERVICES  
AGENCY POLICY STATEMENT**

**SUBJECT:           REVIEW OF CONTRACTS, ETC. PRIOR TO  
SUBMITTING FOR DIRECTOR'S SIGNATURE**

**INDEX NUMBER:    301.00**

**EFFECTIVE DATE:   20 October 2021**

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**PURPOSE:** To establish and maintain a process whereby all contracts, contract renewals, contract extensions, or other purchasing documents being processed by the Division of Administrative Services, hereinafter the "Division," are reviewed by the Purchasing Section and the Fiscal Operations Section prior to being submitted to the Director for final signature.

**REFERENCE:**     West Virginia Code §15A-2-1, et seq.

**RESPONSIBILITY:** The Assistant Director – Purchasing Section and Assistant Director – Fiscal Operations are responsible to enact, if deemed necessary by them, any staff notice or job guide for their personnel related to this policy statement.

**CANCELLATION:** Any previous written or verbal instruction on this subject.

**APPLICABILITY:** This policy statement applies to any employee in the Purchasing Section and Fiscal Operations Section involved in reviewing contracts, contract renewals, contract extensions, or other purchasing documents prior to submitting said documents to the Director for final signature.

**DEFINITIONS:**

**Director, Deputy Director, and Assistant Director:** means those employees appointed to those positions at the Division.

**POLICY:**

- I. Anytime the Division processes a contract, contract renewal, contract extension, or other purchasing document said documents shall be reviewed by both the Assistant Director – Purchasing Section or Purchasing Manager and the Assistant Director – Fiscal Operations Section or Accounting Supervisor, or an employee designated to act in their absence, prior to the final documents being submitted to the Director for signature.
  - A. The Assistant Director – Purchasing Section, the Purchasing Section Manager, or an employee designated to act in their absence, will prepare a purchase/contract request form to document the required review. See Attachment #1.

- B. The Assistant Director – Purchasing Section, the Purchasing Section Manager, or an employee designated to act in their absence, shall review said documents to ensure that all purchasing-related documentation is complete, accurate, and in compliance with applicable law, rule, or policy governing the agency making the purchase and the type of purchase being completed. The Assistant Director – Purchasing Section, the Purchasing Section Manager, or an employee designated to act in their absence will sign the purchase/contract request memorandum to verify that everything is complete, accurate, and in order and forward it to the Assistant Director – Fiscal Operations Section for availability of funding review.
- C. The Assistant Director – Fiscal Operations Section, Accounting Supervisor, or an employee designated to act in their absence shall review said documents to ensure that the agency making the purchase has funding available to complete the purchase. The Assistant Director – Fiscal Operations, Accounting Supervisor, or other employee designated to act in their absence will sign the purchase/contract request memorandum to verify that the required funding is available and return it to the Assistant Director – Purchasing Section.
- II. The Assistant Director – Purchasing Section, Purchasing Manager, or an employee designated to act in their absence, shall then convey to the Director's Executive Secretary the contract, contract renewal, contract extension, or other purchasing document with a copy of the signed purchase/contract request review form (Attachment #1) on top. All pages requiring the Director's signature will be appropriately tabbed. The Executive Secretary will maintain a log of all contracts, contract renewals, contract extensions, or other purchasing documents signed by the Director and return the signed documents to the Purchasing Section.
- III. Whenever the Director is not available to perform assigned duties, a Deputy Director is hereby delegated the Director's authority to review and sign contracts, contract renewals, contract extensions, or other purchasing documents being processed by the Division.

APPROVED SIGNATURE:  10/20/2021

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Michael V. Coleman, Director Date