WEST VIRGINIA SUPREME COURT OF APPEALS
PURCHASE ORDER FORM FOR COMPUTER EQUIPMENT /SOFTWARE/MAINTENANCE

Requests for purchases of computer equipment/software/maintenance must be submitted, using this form, to the Technical Services Division of the Administrative Office. Please clearly state the nature of your request to allow assignment of any task to the proper technician or vendor. If you have questions, please contact the helpdesk @ 888-835-9518 or helpdesk@courtswv.gov

Return to: Technical Services Division
WV Supreme Court of Appeals
1900 Kanawha Boulevard, East
Building 1, Room E-100
Charleston, WV 25305
F: 304-558-1212

Requested by: _____
Physical Address: _____
_____
_____
Telephone No.: _____
Fax No.: _____

Chief Judge Signature: _____
Date: _____

Justification: _____
_____
_____
_____

Administrative office use only
Tech Services Director Approval: _____
Date: _____
Administrative Approval: _____
Date: _____

QUANTITY	DESCRIPTION	VENDOR	COST/ITEM	TOTAL COST
			GRAND TOTAL =	

A STATE TAG WILL BE ASSIGNED TO EACH ITEM IN ACCORDANCE WITH STATE REGULATIONS.
VISA PURCHASE: YES ☐ / NO ☐ or a PURCHASE ORDER NUMBER: _____ (To be assigned by the Administrative Office)