

**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION
FORM FOR DESIGNATION OF A BUYER**

(Institution)

I, as Chief Procurement Officer/Director of Procurement for the institution named above, hereby designate the individual whose name and signature appear below as a Buyer for the institution in accordance with §133-30-7.2, of the Commission's Procedural Rules. I certify that this individual meets the requirements for a Buyer as contained in §133-30-11.1.a of the Commission's Procedural Rules.

This individual shall have full authority to act as the designee of the Chief Procurement officer for the following matters (place an "X" in the boxes below to indicate authority granted). This designation shall continue until rescinded or superseded in writing.

- Purchase and acquisition of materials, supplies, equipment, printing and services up to and including \$ _____
- Receiving materials, supplies, equipment, printing and services.
- Inventory management for materials, supplies and equipment
- Disposal of obsolete or surplus materials, supplies and equipment.

Other Limitations of Authority: The individual designated as a Buyer shall not have authority to act as the designee of the Chief Procurement Officer in the following matters: (if there are no other limitations, write "None")

Name of Buyer
(please print or type)

Signature of Buyer

Name of Chief Procurement Officer (CPO)
(please type or print)

Signature of CPO

Date

Originals to be filed with: Executive Vice Chancellor for Administration
Attorney General
State Auditor
