

**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION  
FORM FOR DESIGNATION OF CHIEF PROCUREMENT OFFICER**

\_\_\_\_\_  
(Institution)

I, as President or other administrative head of the institution named above, hereby designate the individual whose name and signature appears below as the Chief Procurement Officer/Director of Procurement for the institution in accordance with §133-30-6.2, of the Commission's Procedural Rule. I certify that this individual meets the qualifications for a Chief Procurement Officer/Director of Procurement as stated in §133-Series 30-11.2.a.

This individual, unless otherwise stated below, shall have full authority to act as the designee of the President, or other administrative head, for purchase, acquisition, receipt of and inventory management of all materials, supplies, equipment, services and printing, and for disposal of obsolete or surplus materials, supplies and equipment. This designation shall continue until rescinded or superseded in writing.

Limitations on Delegated Authority: In accordance with Series 30, the Commission's procedural rule on Purchasing, the individual designated as Chief Procurement Officer shall not have authority to act as the designee of the President in the following matters: (if there are no exceptions, write "None")

\_\_\_\_\_  
Name of Chief Procurement Officer  
(please print or type)

\_\_\_\_\_  
Signature of Chief Procurement Officer

\_\_\_\_\_  
Name of President  
(please print or type)

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

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