

WEST VIRGINIA SUPREME COURT OF APPEALS
ADDED PROPERTY / PURCHASE ORDER / INVENTORY CONTROL LEDGER

Approval for purchases of office equipment or furniture **MUST BE** submitted on this completed form to the Court Administrator's Office. Return form to 1900 Kanawha Boulevard E., Building 1, Room E-100, Charleston, WV 25305. **ALL INFORMATION MUST BE CLEARLY STATED. JUSTIFICATION IS REQUIRED.** The Court will assign a P.O. number. An approved copy will be forwarded to your office. When you receive approval, notify your local vendor to proceed with the order. P.O. numbers must be referenced on vendor invoice.

Requested By: _____ Office/County: _____ Telephone: _____ Fax: _____ <div style="text-align: center;"> _____ Judge's Approval Signature Date: _____ </div>	Justification: _____ _____ _____ <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ <i>Administrative Office Approval</i> Date: _____ </div> <div style="text-align: center;"> _____ <i>Title</i> </div> </div>
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QUANTITY	DESCRIPTION / TYPE OF ITEM	MODEL / SERIAL NO.	VENDOR	COST (Per Item)

A state property tag will be sent to the person and location shown above. It must be attached to the item(s) listed @ \$1000 each or more in price.

PURCHASE ORDER NUMBER: _____ *(To be assigned by the Administrator's Office)*

Please use a Purchasing Card to pay for the purchase. Please attach a copy of this form and include with the Purchasing Card Log.