

WEST VIRGINIA UNIVERSITY  
FORM FOR DESIGNATION OF A BUYER

I, as Chief Procurement Officer for West Virginia University, including West Virginia University Institute of Technology and West Virginia University Potomac State College (collectively the "University"), hereby designate the individual whose name and signature appear below as a Buyer for the University in accordance with the University's Procurement Manual, Rules, and policies. 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 This designation shall continue until rescinded or superseded in writing.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: In accordance with the WVU Procurement Rules, 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

Date

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

Signature of CPO

Date

Originals to be filed with: Attorney General  
State Auditor

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