



STATE OF WEST VIRGINIA  
Department of Administration  
Purchasing Division

# Asset Management Coordinator Designation Form

Fiscal Year \_\_\_\_\_

In accordance with the guidelines established by the West Virginia Purchasing Division, pursuant to the **West Virginia Code** §5A-3-34, each state agency must designate at least one individual in their agency to serve as that agency’s asset coordinator. The coordinator will manage the agency’s fixed assets and be provided signature authority to sign lost, stolen, and destroyed asset letters. This signature authority does not apply to the Asset Management Certification Cover Sheet or the Asset Management Coordinator Designation Form.

Complete the requested information below and submit along with your **Asset Management Certification Cover Sheet**, no later than July 15, \_\_\_\_\_, to:

West Virginia Purchasing Division  
C/O: Program Services Section, Surplus Property Unit  
2700 Charles Avenue  
Dunbar, WV 25064  
FAX: 304-766-2631  
*wvsasp@wv.gov*

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Name of Designated Coordinator: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Department Number: \_\_\_\_\_

State Agency Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Head of Spending Unit Signature: \_\_\_\_\_

Head of Spending Unit Title: \_\_\_\_\_

Date: \_\_\_\_\_