



**HISSAM
FORMAN
DONOVAN
RITCHIE PLLC**

J. Zak Ritchie
zritchie@hfdrlaw.com
P.O. Box 3983
Charleston, WV 25339
(681) 265-3802 office
(304) 982-8056 fax

September 7, 2018

Via email

Marsha Kauffman, Esq.
House Judiciary Committee
Room 418M
State Capitol Complex
1900 Kanawha Blvd. E.
Charleston, WV 25302
marsha.kauffman@wvhouse.gov

RECEIVED
CLERK OF THE SENATE
DATE: 9-7-18 TIME: 4:53 PM
By: LC

Re: *In the Matter of Impeachment Proceedings Against Respondent Justice Elizabeth Walker*; Justice Walker's Reciprocal Disclosures Pursuant to S.R. 203 Rule 21(c).

Dear Ms. Kauffman:

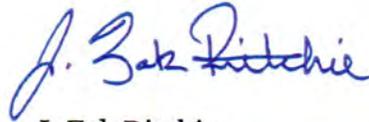
In accordance with the *Rules of the West Virginia Senate While Sitting as a Court of Impeachment During the 83rd Legislature* (the "Rules"), as adopted in Senate Resolution 203, Justice Walker provides the following disclosures:

- (1) Any written or recorded statement of Justice Walker in Justice Walker's possession which Justice Walker intends to introduce into evidence in her case-in-chief under Article XIV of the Articles of Impeachment.
See attached documents Bates numbered "Walker 1- Walker 386." Justice Walker may also introduce any such statements produced by the other Justices or the Managers.
- (2) Any books, papers, documents, data, photographs, tangible objects, buildings or places, or copies of such items in Justice Walker's possession that Justice Walker intends to use in her case-in-chief under Article XIV of the Articles of Impeachment.
See attached documents Bates numbered "Walker 1- Walker 386." Justice Walker may also introduce any such documents produced by the other Justices or the Managers.
- (3) A list of the persons Justice Walker intends to call as witnesses in her case-in-chief under Article XIV of the Articles of Impeachment:
 - a. **Justice Elizabeth D. Walker.**
- (4) A written summary of any expert testimony Justice Walker intends to use during her case-in-chief under Article XIV of the Articles of Impeachment.
None.

Marsha Kauffman
September 7, 2018
Page 2

Justice Walker reserves the right to supplement these disclosures as necessary and permissible under the Rules. Please do not hesitate to contact me if you have any questions.

Sincerely,



J. Zak Ritchie

*Counsel for the Hon. Elizabeth D. Walker,
Justice of the Supreme Court of Appeals
of West Virginia*

cc: Lee Cassis, Clerk of the Senate (via email)
lee.cassis@wvsenate.gov



JUDICIAL INVESTIGATION COMMISSION

City Center East - Suite 1200 A
4700 MacCorkle Ave., SE
Charleston, West Virginia 25304
(304) 558-0169 • FAX (304) 558-0831
July 23, 2018

The Honorable Elizabeth D. Walker, Justice
Supreme Court of Appeals of West Virginia
Capitol Complex
Building One, Room E-302
Charleston, West Virginia 25305

In re: Complaint No. 41-2018

Dear Justice Walker:

On July 20, 2018, the Judicial Investigation Commission was presented with a complaint filed against you by Judicial Disciplinary Counsel. The complaint alleged potential violations of Rules 1.1, 1.2, 1.3, 3.13 and 3.15 of the Code of Judicial Conduct pertaining to the justices' practice of buying lunches on a State purchasing card while at work at the Capitol on argument docket and administrative conference days. The facts giving rise to the complaint are as follows: Prior to 2012, the Court began each argument day at 10:00 a.m. and recessed for lunch from 12:30 to 2:00 p.m. Thereafter, the Court would resume its work on the bench until the docket was complete. Afterward, the Court held conference to decide that day's cases. On days where there was an all-day administrative conference, the Court also took a lunch break in the middle of the day.

Beginning in January 2012, the Court, then comprised of Justices Davis, Workman, Ketchum, McHugh, and Benjamin, informally changed the schedule on argument days by ceasing the 12:30 p.m. to 2:00 p.m. lunch break. Instead, the Court opted to stay on the bench until the docket was completed. The Court then immediately began the decision conference and held a working lunch paid for by the Court. Lunches were also provided for visiting circuit court judges who filled in for justices conflicted off specific cases. With respect to all day administrative conferences, the Court also elected to have a working lunch. The Court also provided lunches for various court employees who had to remain at their posts and copy, type and/or retrieve documents for the Justices while they were on the bench or in conference.

According to Justices Davis, Workman, Ketchum and Benjamin, the change to a working lunch was brought about for several reasons. First, litigants, lawyers and other court participants who came from all over the state did not have to wait while the Court broke for a 90 minute lunch during argument docket days but would instead be able to begin their travel

home much earlier. Second, the practice proved more convenient for visiting judges who could return to their circuit the same day and perhaps engage in some work there. Third, eliminating the lunch break during argument and administrative conference days also allowed the Justices and certain staff additional time to work on research, writing and other Court matters. Fourth, the practice proved more efficient since the justices and staff members were no longer at the mercy of restaurants and traffic as to their ability to return to work in a timely manner.

You were elected to the bench in May 2016, and took office on January 1, 2017. By that time, the custom of a paid working lunch on argument docket and administrative conference days had been in effect for four years, was well known throughout the Court system, and no one had ever questioned the correctness of the policy. Consequently, when you took the bench, you likewise partook in the paid working lunches.

In mid-Fall 2017, you decided to reimburse the Court for your lunches – not because you believe you did anything wrong but because of a promise you made to yourself before taking office that you would limit the amount of public money that you would use for expenses.¹ You made a general verbal inquiry as to whether it was possible to compute the 2017 lunch expenses attributed to your assistant and you and you were told that it was too difficult to do so. You did not document your inquiry or the response.

In December 2017, the Court, for the first time, was asked about paid lunches in a FOIA request from a local television reporter. The Court's Finance Director was tasked with gathering the information about the lunches. By email dated December 20, 2017, you asked the Finance Director to inform you on how much the Court paid over the past year for the lunches in question and that you would be "writing a personal check . . . for 1/5 of the total." On December 29, 2017, you gave the then court administrator a check for \$2,019.24.²

On or about April 18, 2018, Judicial Disciplinary Counsel opened a complaint against you alleging the aforementioned facts and potential Code violations. By letter dated May 4, 2018, you denied violating the Code of Judicial Conduct. You were also voluntarily interviewed by Judicial Disciplinary Counsel on May 23, 2018. You stated that when you took the bench you had no reason to question the practice of providing lunches to Justices and staff since it "seemed to be well-established" and "neither controversial nor disputed by any members of the Court." You also stated:

¹ According to you, after you were elected you made a personal decision never to seek reimbursement for mileage or meal travel expenses. You also have never "driven and will not drive a state car for any purpose." You "declined the offer made by the Court Administrator in 2016 for the Court to purchase my judicial robe and to provide a computer and printer for my home office." You also "personally paid for all catering expenses associated with my swearing in ceremony. . . ."

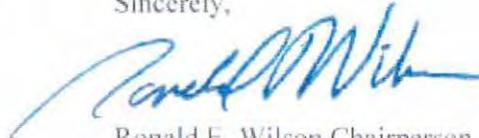
² From January 4, 2017, through November 14, 2017, the Court purchased lunches for the Justices and various staff members for a total of approximately 602 lunches on 52 separate days from some upscale Charleston restaurants and spent a total of approximately \$10,096.20. The average with tip included cost approximately \$16.77 per meal. You actually only participated in 46 of the paid lunches with your last time occurring on or about October 31, 2017. If you had instead repaid the average price spent per meal for the 46 meals you purchased, you would have repaid approximately \$771.42 for yourself and an additional \$771.42 for your assistant for a total of \$1,542.84.

I was generally aware – as a result of my background in employment law – that employer provided meals on an employer’s premises that are provided “for the convenience of the employer” are not considered income under federal tax law (26 U.S.C. § 119). Admittedly, I did not research whether the practice was restricted by state law. . . . I am unaware of any law or regulation prohibiting the Court from providing lunches to Justices and staff on days when we worked through the lunch hour. On those days, it is necessary for key staff to work through lunch in order for us to do our work.

Moreover, I have no personal knowledge of the original decision to provide Court-paid lunches. However, as stated in one of the Court’s recent responses to a request under the Freedom of Information Act (FOIA), “the Court has in recent years chosen to remain on the bench without a lunch break until all arguments are concluded as a convenience to litigants and lawyers. Thereafter, a working lunch allows the Court to finish consideration of the cases and other administrative matters.” I recall the Court’s practice some years ago of taking a lunch break of unpredictable length on argument days, which on occasion resulted in inconvenience for counsel whose cases were not taken up prior to the break. Thus, . . . I believe that Court-provided lunches benefitted the public by enabling the Court to continue and complete its work promptly.

In applying the foregoing facts to the alleged Rule violations, the Commission finds that there is no probable cause to believe that you violated any provisions of the Code of Judicial Conduct. You had no involvement in the original decision to provide working lunches on argument and administrative conference days and you had no reason to challenge the practice at the time you took office because it was well-known and well-established practice although it had never been reduced to writing. As no further action is warranted, the complaint against you is dismissed, and the file in this matter has been closed.

Sincerely,



Ronald E. Wilson Chairperson
Judicial Investigation Commission



JUDICIAL INVESTIGATION COMMISSION

City Center East - Suite 1200 A
4700 MacCorkle Ave., SE
Charleston, West Virginia 25304
(304) 558-0169 • FAX (304) 558-0831

April 20, 2018

The Honorable Elizabeth D. Walker, Justice
Supreme Court of Appeals of West Virginia
State Capitol Complex
Building 1, Room E-100
1900 Kanawha Blvd. East
Charleston, WV 25305

via: Email

Re: Judicial Investigation Complainant No. 41-2018

Dear Justice Walker:

On April 18th the above-numbered complaint was opened against you and docketed by Judicial Disciplinary Counsel. This letter will serve as the formal complaint and the Complainant is Judicial Disciplinary Counsel. The filing of the complaint was triggered in part by recent news reports and following an examination of records received in connection with an ongoing investigation into another matter. The area of concern is the Court's practice of purchasing lunches for themselves and others while at work at the Capitol on work days which include but may not be limited to Argument Dockets and Administrative Conferences.

In accordance with the provisions of Rule 2.2 of the Rules of Judicial Disciplinary Procedure, Counsel must investigate complaints of alleged violations of the Code of Judicial Conduct. Rule 2.3 provides that upon notice of the nature of the complaint, a "judge shall have ten days" to file a written response. Therefore, your response to the complaint is due ten (10) days from the date you received this letter. Should you need additional time to respond to the allegations, you must ask for an extension in writing.

In your response the Commission would like you to directly address, what express or implied authority allowed the Court to use State funds to purchase lunches during Argument Dockets and Administrative Conferences? What express or implied authority allowed the Court to use State funds to purchase lunches for people other than the Justices during Argument Dockets and Administrative Conferences? What public benefit was gained by having the lunches paid for with State funds instead of by the individuals?

Since this letter serves as the complaint, you should be aware that our investigation will look at your conduct as it may relate to Rules 1.1, 1.2, 1.3, 3.13 and 3.15 of the Code of Judicial Conduct. For your information, the Rules, which are relevant to the handling of complaints against judicial officers, may be found in the State Court Rules along with the Code of Judicial Conduct. Additionally, the Rules and the Code may be found on the State Supreme Court website at <http://www.courts.wv.gov/legal-community/judicial-investigation.html>

Thank you for your consideration and your willingness to meet with Counsel. Please do not hesitate to contact me should you have any questions, comments or concerns.

Sincerely,

A handwritten signature in cursive script, appearing to read "Teresa A. Tarr".

Teresa A. Tarr,
Judicial Disciplinary Counsel

TAT: mps
Complaint No. 41-2018



SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA

ELIZABETH D. WALKER
JUSTICE

May 4, 2018

Teresa A. Tarr, Judicial Disciplinary Counsel
Judicial Investigation Commission
City Center East – Suite 1200 A
4700 MacCorkle Avenue, SE
Charleston, WV 25304

Via Electronic Mail

Re: Judicial Investigation Complaint No. 41-2018

Dear Ms. Tarr:

This letter is my response pursuant to Rule 2.3 of the Rules of Judicial Disciplinary Procedure to the above-captioned complaint against me filed by Judicial Disciplinary Counsel. Thank you for granting my request for additional time to provide this response.

The “area of concern” identified in the formal complaint is “the Court’s practice of purchasing lunches for themselves and others while at work at the Capitol on work days which include but may not be limited to Argument Dockets and Administrative Conferences.” The formal complaint further states that “the Commission would like you to address” the following:

- (1) What express or implied authority allowed the Court to use State funds to purchase lunches during Argument Dockets and Administrative Conferences?
- (2) What express or implied authority allowed the Court to use State funds to purchase lunches for people other than the Justices during Argument Dockets and Administrative Conferences?
- (3) What public benefit was gained by having the lunches paid for with State funds instead of by the individuals?



SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA

ELIZABETH D. WALKER
JUSTICE

When I took office on January 1, 2017, the practice of providing lunches for Justices and staff seemed to be well-established and neither controversial nor disputed by any members of the Court. I did not question the practice at that time and I did not become aware until later in that year that persons other than Justices, our administrative assistants and circuit judges sitting by special assignment were furnished lunches by the Court.

In January 2017, I was generally aware — as a result of my background in employment law — that employer-provided meals on an employer's premises that are provided "for the convenience of the employer" are not considered income under federal tax law (26 U.S.C. § 119). Admittedly, I did not research whether the practice was restricted by state law. In response to the numbered inquiries (1) and (2) above, I am unaware of any law or regulation prohibiting the Court from providing lunches to Justices and staff on days when we worked through the lunch hour. On those days, it is necessary for key staff to work through lunch in order for us to do our work.

Moreover, I have no personal knowledge of the original decision to provide Court-paid lunches. However, as stated in one of the Court's recent responses to a request under the Freedom of Information Act (FOIA), "the Court has in recent years chosen to remain on the bench without a lunch break until all arguments are concluded as a convenience to litigants and lawyers. Thereafter, a working lunch allows the Court to finish consideration of the cases and other administrative matters." I recall the Court's practice some years ago of taking a lunch break of unpredictable length on argument days, which on occasion resulted in inconvenience for counsel whose cases were not taken up prior to the break. Thus, in response to inquiry (3) above, I believe that Court-provided lunches benefitted the public by enabling the Court to continue and complete its work promptly.

Nonetheless, in the fall of 2017, I began to question whether as a purely personal matter I wanted the Court to provide paid lunches to me and my assistant. After I was elected in 2016, I made a personal decision never to seek reimbursement from the Court for travel expenses (mileage or meals). I have not driven and will not drive a state car for any purpose. I declined the offer made by the Court Administrator in 2016 for the Court to purchase my judicial robe and to provide a computer and printer for my home office. I also personally paid for all catering expenses associated with my swearing-in ceremony in December 2016.



SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA

ELIZABETH D. WALKER
JUSTICE

As a result of my personal concerns, I made a general inquiry as to whether it was possible to compute the 2017 lunch expenses attributed to my assistant and me and was informed that it was too difficult to do so. Regrettably, I did not document this inquiry and response. However, on December 20, 2017 — after a FOIA request was made for the lunch expenditures — I learned that there were records of the expenditures. That day, I sent an email to Sue Troy (the Court's Chief Financial Officer) requesting that the information be shared with the Justice prior to making the FOIA response. As I explained in that email, "[a]ssuming it is permissible from a legal/accounting perspective, I will be writing the Court a personal check for 1/5 of the total." A copy of my email to Ms. Troy and her response is attached as Exhibit A.

On December 28, we were provided records of meals purchased for Justice and staff in 2017 (copy attached as Exhibit B). I reviewed the records and computed the total of all meals provided in 2017 to be \$10,096.20. Although 1/5 of that sum likely exceeded the actual cost of the lunches provided to me and my assistant, out of an abundance of caution I wrote a check for that amount (\$2,019.24) and delivered it to Administrative Director Gary Johnson on December 29, 2017 (copy attached as Exhibit C). To the best of my knowledge, the Court has not paid for lunches for the Justice or staff since November 14, 2017.

I respectfully contend that I did not fail to comply with the law (Rule 1.1), did not fail to act in a manner that promotes public confidence in the independence, integrity or impartiality of the judiciary (Rule 1.2), and did not abuse the prestige of judicial office to advance my personal or economic interest (Rule 1.3).

Regarding the alleged violation of Rules 3.13 and 3.15, I respectfully contend that Canon 3 pertains to extrajudicial activities and not working lunches provided by our employer, the Supreme Court of Appeals of West Virginia. The language and comments to Rule 3.13 make no reference to gifts, loans, bequests, benefits or other things of value given to a judge (or staff, court officials and others subject to the judge's direction and control) by her employer. In addition, the comment to Rule 3.15 specifically states that "reporting of expense reimbursement and waiver of fees under Rule 3.15(A)(3) does not apply to judicial seminars and judicial meetings."

I am concerned about a number of decisions and activities that took place at the Court prior to my taking office. I readily admit that the overall effect of press coverage of

Teresa A. Tarr
Judicial Disciplinary Counsel
Page 4



SUPREME COURT OF APPEALS
CHARLESTON, WEST VIRGINIA

ELIZABETH D. WALKER
JUSTICE

these decisions and activities has not been positive for the judiciary. I am personally committed to being responsible with public funds and transparent in my work as a Justice.

I understand that you do not wish to meet with me at this time. That being said, I am more than happy to meet with you if you have any questions or concerns about this matter or any other. Thank you for the opportunity to address these issues.

Sincerely,

A handwritten signature in black ink that reads "Beth Walker".

Beth Walker

Enclosures

Walker, Beth

From: Troy, Sue
Sent: Wednesday, December 20, 2017 1:42 PM
To: Walker, Beth
Cc: Johnson, Gary; Loughry, Allen; Davis, Robin; Workman, Margaret; Ketchum, Menis
Subject: RE: 2017 Meal Expenses

Justice Walker,

I am working on locating those documents this afternoon. I don't think my search will be complete until sometime tomorrow. I will provide the documents to Chris Morris so that he can share them with everyone. Chris and I are working together to ensure that all documents are thoroughly reviewed before their release. We will let you know once we have these ready for review.

Thank you,
Sue

Sue Racer-Troy, CPA
Director of Financial Management
West Virginia Supreme Court of Appeals
1900 Kanawha Blvd. E., Building 1, Room E-100
Charleston, WV 25305
Phone 304-558-0145
Fax 304-558-1212
Sue.Troy@CourtsWV.gov

From: Walker, Beth
Sent: Wednesday, December 20, 2017 1:33 PM
To: Troy, Sue <Sue.Troy@courtswv.gov>
Cc: Johnson, Gary <Gary.Johnson@courtswv.gov>; Loughry, Allen <Allen.Loughry@courtswv.gov>; Davis, Robin <Robin.Davis@courtswv.gov>; Workman, Margaret <Margaret.Workman@courtswv.gov>; Ketchum, Menis <Menis.Ketchum@courtswv.gov>
Subject: 2017 Meal Expenses

Sue,

When you complete a calculation of the Court's spending on meals brought in to the Capitol for the Justices and their staffs in 2017 and before that information is shared in response to a FOIA request, can you share that information with us? Assuming it is permissible from a legal/accounting perspective, I will be writing the Court a personal check for 1/5 of the total.

Thanks very much,

Beth

JAN - DEC 2017

**MEALS PURCHASED
FOR JUSTICES & STAFF**

TRAVEL REIMBURSEMENT

Travel Expense Form

PER DIEM CALCULATOR

MILEAGE CALCULATOR

ALL COUNTIES OTHER THAN KANAWHA, MONONGALIA, OR OHIO

Calculate First and Last Day of Travel

\$38.25 - Maximum Per Diem (no meals provided)

Breakfast Provided (\$7.65)

Lunch Provided (\$7.65)

Dinner Provided (22.95)

Total Provided Meals:

Total Per Diem To Claim:

Clear

Calculate Middle Day(s) of Travel

\$51.00 - Maximum Per Diem (no meals provided)

Breakfast Provided (\$10.20)

Lunch Provided (\$10.20)

Dinner Provided (\$30.60)

Total Provided Meals:

Total Per Diem To Claim:

Clear

- Bridgeport Conference Center
- Cabela's Conference Center
- Chief Logan Lodge Conference Center
- Comfort Inn (Triadelphia)
- Embassy Suites (Charleston)
- Glade Springs Resort
- Hampton Inn (Morgantown)
- Hilton Garden Inn (Clarksburg)
- Lakeview Golf Resort & Spa
- Marriott (Charleston Town Center)
- Oglebay Resort & Conference Center

KANAWHA, MONONGALIA, AND OHIO COUNTIES

Calculate First and Last Day of Travel

\$40.50 - Maximum Per Diem (no meals provided)

Breakfast Provided (\$8.10)

Lunch Provided (\$8.10)

Dinner Provided (24.30)

Total Provided Meals:

Total Per Diem To Claim:

Clear

Calculate Middle Day(s) of Travel

\$54.00 - Maximum Per Diem (no meals provided)

Breakfast Provided (\$10.20)

Lunch Provided (\$10.20)

Dinner Provided (\$32.40)

Total Provided Meals:

Total Per Diem To Claim:

Clear

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

SOUTH HILLS

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

Date: 1/4/2017 Time: 11:35:27 AM

FUNCTION SPONSOR Chris Garnes

Status: Approved

LOCATION OF FUNCTION Justices' Chambers

Card Type: Visa
 Card Number: XXXXXXXXXXXX0448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 224381
 Tab Number: 100
 Number Of Covers: 24
 Persons: 1, 2, 3, 4, 5, 6, 7, 8,
 9, 10, 11, 12
 Card Owner: garnes/christopher a

DATE(S) OF FUNCTION 01/04/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>167.81</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>167.81</u>

AMOUNT	139.81
TIP	<u>28.00</u>
TOTAL	<u>167.81</u>

Approval: 038071

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHO'S
800 SMITH ST
CHARLESTON, WV 25301

01/09/2017 11:31:13

CREDIT CARD
VISA SALE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/09/2017

Card # XXXXXXXXXXXX0448
Chip Card: CITI VISA
AID: A000000031010
ATC: 0041
TC: F9D4CD67DB7E2197
SEQ #: 1
Batch #: 696
INVOICE 1
SERVER 5515
Approval Code: 090234
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 210.48
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

TOTAL \$ 210.48

PRE-TIP AMT \$210.48
TIP Inc.
TOTAL AMOUNT 210.48

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
G. Johnson, V. Shafer, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Cashier: Mindy F

CONTACT PERSON Chris Garnes

Transaction 109716

TELEPHONE NUMBER (304) 558-2060

Total \$154.80

FUNCTION SPONSOR Chris Garnes

CREDIT CARD AUTH \$154.80

LOCATION OF FUNCTION Justices' Chambers

VISA 8448

Tip

Inc.

DATE(S) OF FUNCTION 01/10/2017

Total

154.80

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>154.80</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>154.80</u>

10-Jan-2017 11:39:39A
\$154.80 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 701000526781
Auth #: 058106
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/11/2017

Adelphia Sports Bar & Grille
218 Capital Street
Charleston, WV 25301

Take Out

Court 888-095-3686

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>175.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>175.00</u>

Server: Kim S 01/11/17
 Check #9 11:36 AM
 Open \$ Check \$10.19
 Subtotal \$135.31
 Tax \$9.47
 Total \$144.78
 Credit Card Swiped
 Visa xxxxxxxx8448
 Time 12:14 PM

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. M V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

Authorization Approved
 Approval Code 028763
 Check ID
 Payment ID 40xyjeDJP

Amount: \$144.78
 + Tip: 30.22
 = Total: 175.00

X _____
CHRISTOPHER A GARNES

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

Customer Copy

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

Thanks for visiting Adelphia Sports Bar & Grille
Please come again.

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/17/2017

**south hills market
and café**

SOUTH HILLS

Date: 1/17/2017 Time: 11:32:34 AM

Status: Approved

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>154.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>154.00</u>

Card Type: Visa
 Card Number: XXXXXXXXXXXX0448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 224851
 Tab Number: 100
 Number Of Covers: 18
 Persons: 1, 2, 3, 4, 5, 6, 7, 9, 10
 Card Owner: garnes/christopher a

AMOUNT	128.86
TIP	<u>26.14</u>
TOTAL	<u>154.00</u>
Approval: 030455	

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
V. Shafer, C. Garnes, J. Gundy, H. Dailey

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHO'S
800 SMITH ST
CHARLESTON, WV 25301

01/18/2017 11:45:16

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CREDIT CARD

CONTACT PERSON Chris Garnes

VISA SALE

TELEPHONE NUMBER (304) 558-2060

Card # XXXXXXXXXXXX0448

Chip Card: CITI VISA

FUNCTION SPONSOR Chris Garnes

AID: A0000000031010

ATC: 0046

LOCATION OF FUNCTION Justices' Chambers

TC: 0928127AA2094B16

SEQ #: 2

Batch #: 712

DATE(S) OF FUNCTION 01/18/2017

INVOICE 2

SERVER 3363

Approval Code: 055824

Entry Method: Chip Read

Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 210.78

MEETING ROOM \$ _____

EQUIPMENT RENTAL \$ _____

LODGING \$ _____

OTHER/ \$ _____

OTHER/ \$ _____

TOTAL \$ 210.78

PRE-TIP AMT \$210.78

TIP Inc.

TOTAL AMOUNT 210.78

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, (B. Walker) J. Stover, R. Melvin,
V. Shafer, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/04/2017
01/23/2017 per receipt

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>212.64</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>212.64</u>

Take Out

Justice

Server: Elisha K
Check #1
Tax Exempt

Subtotal \$176.64
Total \$176.64

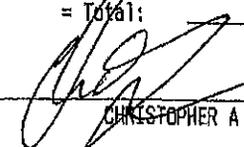
Credit Card Swiped
Visa xxxxxxxx8448
Time 11:33 AM

Authorization Approved
Approval Code 007769
Check ID
Payment ID hG1gyWwD

Amount: \$176.64
+ Tip: 36.00
= Total: 212.64

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

X 
CHRISTOPHER A. GARNES

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, G. Johnson, J. S
V. Shafer, J. Stevenson, W. Humphrey, C. Garnes, J. Gundy

Thanks for visiting Adelphia Sports Bar & Grille
Please come again

Customer Copy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
9042055482

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/24/2017

Cashier: Nancy B
Transaction 202176

Total **\$276.00**

CREDIT CARD AUTH **\$276.00**
VISA 8448

Tip Inc.

Total 276.00

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>276.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____

TOTAL \$ 276.00

24-Jan-2017 11:43:12A
 \$276.00 | Method: EMV
 VISA CREDIT XXXXXXXXXXXX8448
 CHRISTOPHER A GARNES
 Ref #: 702400530041
 Auth #: 061624
 MID: *****5998
 AID: A0000000031010
 AthNtwkNm: VISA
 SIGNATURE VERIFIED

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference



FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gurdy, H. Dailey, Judges: Tabit, Waters, Carl, Matish, McHugh

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/25/2017

Date: 1/25/2017 Time: 11:33:31 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 225202
Tab Number: 100
Number Of Covers: 25
Persons: 1, 2, 3, 4, 5, 6, 7, 8,
9, 10, 11, 12, 13
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 221.00
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 221.00

AMOUNT 183.04
TIP 37.96
TOTAL 221.00

Approval: 023518

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHO'S
800 SMITH ST
CHARLESTON, WV 25301

02/07/2017 11:30:52

CREDIT CARD
VISA SALE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/07/2017

Card # XXXXXXXXXXXX8448
Chip Card: CITI VISA
AID: A000000031010
ATC: 004E
TC: 11A1C61E022C1041
SEQ #: 1
Batch #: 747
INVOICE 2
SERVER 5515
Approval Code: 066816
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 200.04
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

TOTAL \$ 200.04

PRE-TIP AMT \$200.04
TIP \$0.00
TOTAL AMOUNT \$200.04

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/08/2017

Lola's
1038 Bridge Road
Charleston, WV 25314
304-343-5652

Server: Katy DOB: 02/08/21
11:26 AM 02/08/21
1130/1 2/201

SALE

VISA 2097
Card #XXXXXXXXXXXX8448
Magnetic card present: GARNES CHRISTOPH
Card Entry Method: S

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>187.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>187.00</u>

Approval: 045696

Amount: \$ 155
+ Tip: 31.49
= Total: 187.00

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

I agree to pay the above total amount according to the card issuer agreement.

X

Thank you for coming! :)

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey,

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Take Out

Justice

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Server: Elisha K
Check #4
Tax Exempt

02/13/17 10:49 AM
Justice

CONTACT PERSON Chris Garnes

Subtotal \$177.64
Total \$177.64

TELEPHONE NUMBER (304) 558-2060

Credit Card Swiped
Visa xxxxxxxx8448
Time 11:36 AM

FUNCTION SPONSOR Chris Garnes

Authorization Approved
Approval Code 047456
Check ID
Payment ID vtpuHtxX3

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/13/2017

Amount: \$177.64

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 214.00
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

+ Tip: 36.36

= Total: 214.00

TOTAL \$ 214.00

X [Signature]
CHRISTOPHER A GARNES

Customer Copy

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thanks for visiting Adelphia Sports Bar & Grille
Please come again

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25309
 3042055482

Cashier: Nancy B
 Transaction 100001

Total **\$189.60**
 CREDIT CARD AUTH **\$189.60**
 VISA 8448
 Tip Inc.
 Total 189.60

Retain this copy for statement validation

14-Feb-2017 11:48:59A
 \$189.60 | Method: EMV
 VISA CREDIT XXXXXXXXXXXX8448
 CHRISTOPHER A GARNES
 Ref #: 704500536991
 Auth #: 065099
 MID: *****5998
 AID: A0000000031010
 AthNtwkNm: VISA
 SIGNATURE VERIFIED



SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 02/14/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 189.60
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 189.60

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

Date: 2/15/2017 Time: 11:31:17 AM

LOCATION OF FUNCTION Justices' Chambers

Status: Approved

DATE(S) OF FUNCTION 02/15/2017

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 226104
 Tab Number: 100
 Number Of Covers: 28
 Persons: 1, 2, 3, 4, 5, 6, 7,
 9, 10, 11, 12, 13, 14
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>254.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>254.00</u>

AMOUNT 210.48
 TIP 43.57

TOTAL 254.00
 Approval: 060801

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, C. Garnes, J. Gundy, H. Dailey, G. Johnson, P. Embley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHO'S
800 SMITH ST
CHARLESTON, WV 25301
02/27/2017 11:22:57
CREDIT CARD
VISA SALE
Card # XXXXXXXXXXXXX8448
Chip Card: CITI VISA
AID: A0000000031010
ATC: 0057
TC: 3C691CA78691F25B
SEQ #: 1
Batch #: 783
INVOICE 1
SERVER 5515
Approval Code: 014451
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/27/2017

PRE-TIP AMT \$213.36

TIP \$0.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 213.36
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 213.36

TOTAL AMOUNT \$213.36

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Genesis Cafe

1496 Limestone Rd
 Charleston, WV 25312-6444
 (681) 205-8575
 www.genesiscafewv.com

Mar 6, 2017
 11:36 AM
 Josephine

Ticket: Court Visa 8448
 Authorization 002208
 Receipt GprZ

CITI VISA
 AID A0 00 00 00 03 10 10
 PICKUP

Deli Sandwich x 2 (\$7.25 each)	\$14.50
Rockin BBQ x 2 (\$7.50 each)	\$15.00
Bowl Of Fruit x 2 (\$3.50 each)	\$7.00
Cuban Jazz	\$8.25
Pancit Canton	\$8.50
Lumpia	\$7.95
Hot Tuna	\$7.25
Greek Salad	\$7.25
Grilled Chicken Salad	\$7.95

Total **\$83.65**
 Visa 8448 (Chip) **\$83.65**
 Christopher A Garnes

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 03/06/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>83.65</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>83.65</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
 V. Shafer, J. Stevenson, C. Garnes, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Lola's
1038 Bridge Road
Charleston, WV 25314
304-343-5652

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Server: Jessie
11:50 AM
Wv State/1

DOB: 03/07/201
03/07/201
2/2000

CONTACT PERSON Chris Garnes

SALE

TELEPHONE NUMBER (304) 558-2060

VISA 209711
Card #XXXXXXXXXXXX8448
Magnetic card present: GARNES CHRISTOPHEI
Card Entry Method: S

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

Approval: 039719

DATE(S) OF FUNCTION 03/07/2017

Amount: \$ 180,
+ Tip: 38.0
= Total: 218.79

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 218.79
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

TOTAL \$ 218.79

I agree to pay the above total amount according to the card issuer agreement.

Thank you for coming! :)

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 03/08/2017

Take Out

Court Pickup At 11:30

Server: Tiffany C
Check #1
Tax Exempt
03/08/17 10:40
Court Pickup At 11
Subtotal \$170
Total \$170
Credit Card
Visa
Time
Approval Code
Check ID
Payment ID
Swif
xxxxxxx8
11:29
Appro
026
vibay5

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>205.00</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>205.00</u>

Amount: \$170
+ Tip: 35.00
= Total: 205.00

X 
CHRISTOPHER A. GARNES

Customer Copy

Thanks for visiting Adelphia Sports Bar & Gr
Please come again

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvii
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 03/20/2017

SOHO'S
 800 SMITH ST
 CHARLESTON, WV 25301
 03/20/2017 11:24:52
 CREDIT CARD
 VISA SALE
 Card # XXXXXXXXXXXX8448
 Chip Card: CITI VISA
 AID: A000000031010
 ATC: 005A
 TC: 5BA4E549F802FE79
 SEQ #: 1
 Batch #: 818
 INVOICE 1
 SERVER 5515
 Approval Code: 015427
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>190.08</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>190.08</u>

PRE-TIP AMT \$190.08
 TIP Inc.
 TOTAL AMOUNT 190.08

PURPOSE/JUSTIFICATION OF FUNCTION: Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, C. Garnes, J. Gundy, G. Johnson

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 03/28/2017

Date: 3/28/2017 Time: 12:32:49 PM

Status: Approved

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 227727
 Tab Number: 600
 Number Of Covers: 13
 Persons: 1, 2, 3, 4, 5, 6, 7, 8
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>106.23</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>106.23</u>

AMOUNT 88.23
 TIP 18.00
TOTAL 106.23
 Approval: 060816

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Davis

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 04/05/2017

Date: 4/5/2017 Time: 11:38:01 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Anthony
Check Number: 228031
Tab Number: 600
Number Of Covers: 16
Persons: 1, 2, 3, 4, 5, 6, 7, 1
9, 10, 11, 12, 13
Card Owner: GARNES/CHRISTOPHER A

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 206.55
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 206.55

AMOUNT	171.55
TIP	<u>35.00</u>
TOTAL	<u>206.55</u>
Approval: 051254	

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

The Block Restaurant & Wine Cellar
201 Capital Street
Charleston, WV 25301
ph (881) 265-9074

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 04/18/2017

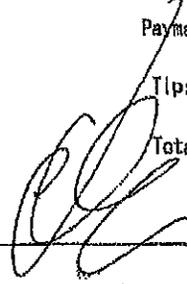
TABLE: Courthouse TOGO - 9 Guests
Server: Cara
4/18/2017 11:24:39 AM
Sequence #: 0000001
ID #: 0115984

ITEM	QTY	PRICE
Subtotal		\$113.75
Grand Total		\$113.75
Amount Due:		\$113.75

Credit Purchase
Name : GARNES/CHRISTOPHER A
CC Type : VISA
CC Num : xxxx xxxx xxxx 8448
Approval : 007817
Server : Cara
Ticket Name : Courthouse TOGO

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>137.00</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>137.00</u>

Payment Amount: \$113.75
Tip: 23.25
Total: 137.00


X _____
TSYS
I agree to pay the amount shown above.

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thank you for visiting!

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
V. Shafer, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

by: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

by: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Sydney S

Transaction 100000

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Total \$183.60

CONTACT PERSON Chris Garnes

CREDIT CARD AUTH VISA 8448 \$183.60

TELEPHONE NUMBER (304) 558-2060

Tip Inc.

FUNCTION SPONSOR Chris Garnes

Total 183.60

LOCATION OF FUNCTION Justices' Chambers

Retain this copy for statement validation

DATE(S) OF FUNCTION 04/19/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>183.60</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____

TOTAL \$ 183.60

19-Apr-2017 11:38:15A
\$183.60 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 710900556061
Auth #: 037089
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

A1

SOHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646
04/24/2017 11:59:10

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

CREDIT CARD
VISA SALE

Card # XXXXXXXXXXXXXXXX10
Chip Card: CITI VISA
AID: A000000031010
ATC: 0058
TC: 19088885738C5559
SEQ #: 3
Batch #: 2
Trans #: 3
SERVER
Approval Code: 5515
TRANS ID: 167114576133121
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 04/24/2017

SALE AMOUNT \$17.50
TIP AMOUNT 3.50
TOTAL AMOUNT 21.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 214.74
MEETING ROOM \$
EQUIPMENT RENTAL \$
LODGING \$
OTHER/ \$
OTHER/ \$
TOTAL \$ 214.74

THANK YOU
CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. V. Shafer, C. Garnes, J. Gundy, G. Johnson

Approval Code: 5515
TRANS ID: 000367
Entry Method: 167114560539233
Mode: Chip Read
Issuer - PIN Bypassed
SALE AMOUNT \$193.74
TIP AMOUNT \$0.00
TOTAL AMOUNT \$193.74
THANK YOU
CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 04/25/2017

Date: 4/25/2017 Time: 11:28:47 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Cheyan
 Check Number: 228789
 Tab Number: 100
 Number Of Covers: 32
 Persons: 1, 2, 3, 4, 5, 6, 7, 8,
 9, 10, 11, 12, 13, 14
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 216.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 216.00

AMOUNT	179.02
TIP	<u>36.98</u>
TOTAL	<u>216.00</u>
	Approval: 020398

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Reeder, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

The Block Restaurant & Wine Cellar
201 Capital Street
Charleston, WV 26301
ph (681) 265-9074

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TABLE: Supreme Court TOGO - 11 Guests
Server: Cara
5/3/2017 11:40:15 AM
Sequence #: 0000001
ID #: 0116818

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 05/03/2017

ITEM	QTY	PRICE
Subtotal		\$129.7
Grand Total		\$129.7

Credit Purchase
Name :GARNES/CHRISTOPHER A
CC Type :VISA
CC Num :xxxx xxxx xxxx 8448
Approval :023960
Server :Cara
Ticket Name :Supreme Court TOGO

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>160.0</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>160.0</u>

Payment Amount: \$129.71

Tip: 30.25
Total: 160.00

x _____
TSYS
CUSTOMER COPY
I agree to pay the amount shown above.

Thank you for visiting!

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
V. Shafer, D. Canfield, C. Games, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

2P

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Employee

Transaction 100002

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 05/16/2017

Total \$176.40

CREDIT CARD AUTH \$176.40
VISA 8448

Tip Inc

Total 176.40

Retain this copy for statement validation

16-May-2017 11:38:58A
\$176.40 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 713600565611
Auth #: 055158
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



8P1WV4349899A

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 176.40
MEETING ROOM	\$
EQUIPMENT RENTAL	\$
LODGING	\$
OTHER/	\$
OTHER/	\$

TOTAL \$ 176.40

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHOS
 800 SMITH ST
 CHARLESTON, WV 25301
 304-720-7646

05/17/2017 11:23:58

CREDIT CARD
 VISA SALE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 05/17/2017

Card # XXXXXXXXXXXXXXX8448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 006F
 TC: 687E456EA389D6A
 SEQ #: 1
 Batch #: 4
 Trans #: 1
 SERVER 5515
 Approval Code: 034411
 TRANS ID: 007137554720233
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>207.66</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>207.66</u>

SALE AMOUNT \$207.66
 TIP AMOUNT Inc.
 TOTAL AMOUNT 207.66

THANK YOU

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
 V. Shafer, J. Stover, C. Garnes, J. Gundy, H. Dailey, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

SOUTH HILLS

CONTACT PERSON Chris Garnes

Date: 5/23/2017 Time: 11:20:30 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
Card Number: XXXXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 05/23/2017

Server Name: Tasha

Check Number: 229585

Tab Number: 100

Number Of Covers: 25

Persons: 1, 2, 3, 4, 5, 6, 7, 8
9, 10, 11

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>184.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>184.00</u>

AMOUNT	182.25
TIP	<u>31.75</u>
TOTAL	<u>184.00</u>
Approval:	019248

PURPOSE/JUSTIFICATION OF FUNCTION:

CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Take Out

Ready At 11:30 Courthouse

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Server: Tiffany C 05/31/17 10:50 /
Check #2 Ready At 11:30 Courthouse
Tax Exempt

CONTACT PERSON Chris Garnes

Subtotal \$208
Total \$208

TELEPHONE NUMBER (304) 558-2060

Credit Card Sw1
Visa xxxxxxxx8
Time 11:29

FUNCTION SPONSOR Chris Garnes

Authorization Appro
Approval Code 03B
Check ID
Payment ID 9gYTScl

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 05/31/2017

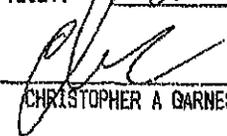
Subtotal: \$208
Amount: \$208

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 251.00
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

+ Tip: 42.50
= Total: 251.00

TOTAL \$ 251.00

X 
CHRISTOPHER A. GARNES

Customer Copy

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thanks for visiting Adelphia Sports Bar & Gri
Please come again

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, J. Stover, C. Garnes, J. Gundy, G. Johnson, C. Morris

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills market
 and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 06/06/2017

SOUTH HILLS

Date: 6/6/2017 Time: 11:38:16 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 230073
 Tab Number: 400
 Number Of Covers: 29
 Persons: 1, 2, 3, 4, 5, 6, 7, 8,
 9, 10, 11, 12, 13, 14, 15
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>271.30</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>271.30</u>

AMOUNT 223.30
 TIP 48.00
TOTAL 271.30
 Approval: 015878

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 Justices, staff, and guests.

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Employee

Transaction 100000

Total **\$186.00**

CREDIT CARD AUTH **\$186.00**
VISA 8448

Tip Inc

Total 186.00

Retain this copy for statement validation

14-Jun-2017 11:42:03A
\$186.00 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 716500576171
Auth #: 013836
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



XP30CYZ0QJS58

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 06/14/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>186.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>186.00</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

Date: 10/18/2017 Time: 11:32:18 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Games

Card Type: Visa

LOCATION OF FUNCTION Justices' Chambers

Card Number: XXXXXXXXXXXX8448

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 10/18/2017

Server Name: Tasha

Check Number: 235161

Tab Number: 100

Number Of Covers: 28

Persons: 1, 2, 3, 4, 5, 6, 7, 1

9, 10, 11, 12, 13

Card Owner: GARNES/CHRISTOPHER A

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 216.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 216.00

AMOUNT 178.68

TIP 37.32

TOTAL 216.00

Approval: 050457

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Nancy B

Transaction 100000

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Total **\$175.20**

CONTACT PERSON Chris Garnes

CREDIT CARD AUTH **\$175.20**
VISA 8448

TELEPHONE NUMBER (304) 558-2060

Tip Inc

FUNCTION SPONSOR Chris Garnes

Total 175.20

LOCATION OF FUNCTION Justices' Chambers

Retain this copy for statement validation

DATE(S) OF FUNCTION 10/17/2017

17-Oct-2017 11:23:34A
\$175.20 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 729000608881
Auth #: 090058
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>175.20</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____

TOTAL \$ 175.20



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

10/11/2017 07:32:59
MID: XXXXXXXXXXXX689 TID: XXXX456

CREDIT CARD
VISA REFUND

Card # XXXXXXXXXXXX0448
SEQ #: 2
Trans #: 2
SERVER 1638
Approval Code: 011158
Entry Method: Chip Read
Mode: Online

REFUND AMOUNT \$201.78

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 10/11/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>201.78</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____

TOTAL \$ 201.78

X _____
CHRISTOPHER A GARNES
THANK YOU
MERCHANT COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (681) 265-9074

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/03/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>167.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>167.00</u>

TABLE: Vicki W. #74 - 11 Guests
 Server: Vicki W.
 10/3/2017 11:36:40 AM
 Sequence #: 0000001
 ID #: 0130299

ITEM	QTY	PRICE
Subtotal		\$138.85
Grand Total		\$138.85

Credit Purchase
 Name :GARNES/CHRISTOPHER A
 CC Type :VISA
 CC Num :xxxx xxxx xxxx 8448
 Approval :006517
 Server :Vicki W.
 Ticket Name :Vicki W. #74

Payment Amount: \$138.85

Tip: 28.15
 Total: 167.00

x _____
 TSYS
 CUSTOMER COPY
 I agree to pay the amount shown above.

Thank you for visiting!

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
 V. Shafer, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
 AGENCY HEAD SIGNATURE

DATE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 10/02/2017

Take Out

Supreme Court 304-558-42E

Server: BrieAnna W 10/02/17
Check #1 11:03 AM
Tax Exempt

Subtotal \$166.20
Total \$166.20

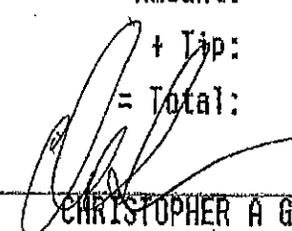
Credit Card Swiped
Visa xxxxxxxx8448
Time 11:34 AM

Authorization Approved
Approval Code 064418
Check ID
Payment ID XpjMTarsccpr

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 200.20
MEETING ROOM	\$
EQUIPMENT RENTAL	\$
LODGING	\$
OTHER/	\$
OTHER/	\$
TOTAL	\$ 200.20

Amount: \$166.20
+ Tip: 34.00
= Total: 200.20

X 
CHRISTOPHER A GARNES

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):
M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

Customer Copy
Thanks for visiting Adelphia
Sports Bar & Grille
Please come again

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

south hills market
 and café

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 09/20/2017

Date: 9/20/2017 Time: 11:23:26 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 233996
 Tab Number: 100
 Number Of Covers: 25
 Persons: 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12
 Card Owner: games/christopher

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>217.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>217.00</u>

AMOUNT 179.43
 TIP 37.57
 TOTAL 217.00
 Approval: 065918

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

SOHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

08/30/2017

07:33:15

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

CREDIT CARD
VISA SALE

Card # XXXXXXXXXXXX0448
Chip Card: CITI VISA
AID: A000000031010
ATC: 0085
TC: 2A7766A4F47FF8E5
SEQ #: 1
Batch #: 7
Trans #: 1
SERVER 5515
Approval Code: 089594
TRANS ID: 467242557761334
Entry Method: Chip Read
Mode: Issuer - PIN Bypass

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 08/30/2017

SALE AMOUNT \$190.14
TIP AMOUNT Inc.
TOTAL AMOUNT 190.14

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 190.14
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 190.14

THANK YOU

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

41

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 08/31/2017

Date: 8/31/2017 Time: 11:26:35 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 233153
Tab Number: 100
Number Of Covers: 26
Persons: 1, 2, 3, 4, 5, 6, 7, 8
9, 10, 11, 12
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 214.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 214.00

AMOUNT	177.13
TIP	<u>36.87</u>
TOTAL	<u>214.00</u>

Approval: 076598

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, J. Stover, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

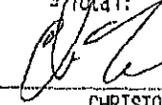
Server: BrieAnna W 09/12/17 11:11 AM
Check #1 Court
Tax Exempt

Credit Card Swiped
Visa xxxxxxxx8448
Time 11:42 AM

Authorization Approved
Approval Code 052464
Check ID
Payment ID dy0GgIBjQ

Amount: \$181.00

+ Tip: 39.00
= Total: 220.00

X 
CHRISTOPHER A GARNES

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 09/12/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 220.00
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 220.00

Customer Copy

Thanks for visiting Adelphia Sports Bar & Grille
Please come again

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dalley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

43

The Block Restaurant & Wine Cellar
201 Capital Street
Charleston, WV 25301
ph (681) 265-9074

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 09/13/2017

TABLE: Wvsc - 11 Guests
Server: Zach
9/13/2017 11:31:45 AM
Sequence #: 0000002
ID #: 0128701

ITEM	QTY	PRICE
Subtotal		\$140.60
Grand Total		\$140.60

Credit Purchase
Name : GARNES/CHRISTOPHER A
CC Type : VISA
CC Num : xxxx xxxx xxxx 8448
Approval : 013632
Sarver : Zach
Ticket Name : Wvsc

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 171.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 171.00

Payment Amount: \$140.60

Tip: 30.40
Total: 171.00

x _____
TSYS
CUSTOMER COPY
I agree to pay the amount shown above.

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thank you for visiting!

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

Y: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

Y: _____
AGENCY HEAD SIGNATURE

DATE

44

SOHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

09/18/2017

11:42:57

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

CREDIT CARD
VISA SALE

Card # XXXXXXXXXXXX8418
Chip Card: CITI VISA
AID: A0000000031010
ATC: 0060
TC: 1632DD233E60014C
SEQ #: .
Batch #: .
Trans #: .
SERVER 551
Approval Code: 06637
TRANS ID: 30726156527858
Entry Method: Chip Rec
Mode: Issuer - PIN Bypass

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 09/19/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>191.64</u>
MEETING ROOM	\$	<u> </u>
EQUIPMENT RENTAL	\$	<u> </u>
LODGING	\$	<u> </u>
OTHER/	\$	<u> </u>
OTHER/	\$	<u> </u>
TOTAL	\$	<u>191.64</u>

SALE AMOUNT \$191.64
TIP AMOUNT \$0.00
TOTAL AMOUNT \$191.64

THANK YOU
CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, G. Johnson, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

45

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/19/2017

PATERNOS AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25309
 3042055482

Cashier: Mindy F
 Transaction 100000

Total \$206.40
 CREDIT CARD AUTH \$206.40
 VISA 8448

Tip Inc
 Total 206.40

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>206.40</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>206.40</u>

Retain this copy for statement validation

19-Sep-2017 11:26:47A
 \$206.40 | Method: EMV
 VISA CREDIT XXXXXXXXXXXX8448
 CHRISTOPHER A GARNES
 Ref #: 726200602811
 Auth #: 012046
 MID: *****5998
 AID: A0000000031010
 AthNtwkNm: VISA
 SIGNATURE VERIFIED

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey



AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/31/2017

SOHOS
 800 SMITH ST
 CHARLESTON, WV 25301
 304-720-7646
 10/31/2017 07:44:31
 CREDIT CARD
 VISA SALE
 Card # XXXXXXXXXXXX8448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 00A6
 TC: 3172A3757B5FECDE
 SEQ #: 1
 Batch #: 4
 Trans #: 1
 SERVER 5515
 Approval Code: 003762
 TRANS ID: 467304558500507
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>192.48</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>192.48</u>

SALE AMOUNT \$192.48
 TIP AMOUNT Inc \$0.00

 TOTAL AMOUNT \$192.48

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

THANK YOU
 CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 800 SMITH ST
 CHARLESTON, WV 25301
 02/17/2017 11:30:05
 CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXXXXX844E
 Chip Card: CITI VISA
 AID: A000000031011
 ATC: 0054
 TC: 872E446B1192A8A:
 SEQ #: :
 Batch #: 761
 INVOICE
 SERVER 551.
 Approval Code: 02281
 Entry Method: Chip Rea
 Mode: Issuer - PIN Bypass

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 02/17/2017

PRE-TIP AMT \$155.00
 TIP _____
 TOTAL AMOUNT 155.04

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>155.04</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>155.04</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, A. Loughry, J. Stevenson, V. Shafer, P. Embley, C. Garnes

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Clerk's Office

DATE(S) OF FUNCTION 07/31/2017

DEFERRED ORDER

*** Order Due: 12:15PM ***

Pies and Prints #2
222 Capitol Street
Charleston, WV 25301
Phone:
www.piesandprints.net

Orch#1
TO GO
Empl:Ryan
07/31/2017 12:20 PM

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>232.0</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>232.0</u>

1 Large Pizza Pie	16.00
Pepperoni	2.50
1 Large Pizza Pie	16.00
Pepperoni	2.50
1 Large Pizza Pie	16.00
Pepperoni	2.50
1 Large Classic Pie	24.00
1 Large Classic Pie	24.00
1 Char-Grilled hot wings	10.00

PURPOSE/JUSTIFICATION OF FUNCTION:

Award Ceremony

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, A. Loughry, Clerk's Office, & guests

Subtotal 191.50
Tax 0.00
Total 191.50

Visa 6448 Payment 191.50

Tip 40.50

Total 232.00

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

By: _____
AGENCY HEAD SIGNATURE

*** Guest Copy ***

DATE

DATE

49

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills marke
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 09/28/2017

Date: 9/28/2017 Time: 11:35:18 AM
 Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 234328
 Tab Number: 100
 Number Of Covers: 28
 Persons: 1, 2, 3, 4, 5, 6, 7,
 9, 10, 11, 12, 13, 14
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 246.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 246.00

AMOUNT	202.33
TIP	<u>43.67</u>
TOTAL	<u>246.00</u>
	Approval: 044304

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, R. Melvin, G. Johnson, C. Morris, L. Paletta-Davis
 B. Holmes, J. Lewis, V. Shafer, J. Stevenson, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE



STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TAKE OUT ORDERING ON-LINE@
adelphasportsbar.com

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 10/23/2017

ESTIMATED EXPENSES

Table with 2 columns: Expense Category and Amount. Rows include Food and Beverage (\$174.00), Meeting Room, Equipment Rental, Lodging, Other, and Total (\$174.00).

Take Out
Supreme Court 304-558-4

Server: BrieAnna W 10/23/
Check #1 11:09
Tax Exempt

Subtotal \$143.
Total \$143.

Credit Card Visa
Time 11:41
XXXXXXXXXX04

Authorization Approval Code 02594
Check ID
Payment ID TkJYcWFyjNf

Amount: \$143.5
+ Tip: 30.46
= Total: 174.00

X [Signature] CHRISTOPHER A GARNES

Customer Copy

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, G. Johnson, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 11/13/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>179.82</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>179.82</u>

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, G. Johnson, R. Melvin, W. Humphrey,
 V. Shafer, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

By: _____
 AGENCY HEAD SIGNATURE

SOHOS
 800 SMITH ST
 CHARLESTON, WV 25301
 304-720-7646

11/13/2017 12:31:57
 CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXX0448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 00AE
 TC: 8677CC983AB2A0F5
 SEQ #: 1
 Batch #: 3
 Trans #: 1
 SERVER 5515
 Approval Code: 062100
 TRANS ID: 307317593418398
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

SALE AMOUNT \$160.68
 TIP AMOUNT Inc.
 TOTAL AMOUNT 160.68

THANK YOU
 CUSTOMER COPY

SOHOS
 800 SMITH ST
 CHARLESTON, WV 25301
 304-720-7646

11/13/2017 13:20:05
 CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXX0448
 Chip Card: CITI VISA
 AID: A0000000031010
 ATC: 00AF
 TC: C69C377B5EE42204
 SEQ #: 5
 Batch #: 3
 Trans #: 5
 SERVER 5515
 Approval Code: 015304
 TRANS ID: 38731762221506
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

SALE AMOUNT \$19.14
 TIP AMOUNT Inc.
 TOTAL AMOUNT 19.14

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Mindy F
Transaction 100000

Total \$120.00
CREDIT CARD AUTH \$120.00
VISA 8448

Tip Inc.
Total 120.00

Retain this copy for statement validation

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
CONTACT PERSON Chris Garnes
TELEPHONE NUMBER (304) 558-2060
FUNCTION SPONSOR Chris Garnes
LOCATION OF FUNCTION Justices' Chambers
DATE(S) OF FUNCTION 11/14/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 120.00
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 120.00

14-Nov-2017 11:36:29A
\$120.00 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 731800616241
Auth #: 059544
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, R. Melvin, W. Humphrey,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

W

ELIZABETH D WALKER 1YR+
MICHAEL S WALKER
CHARLESTON, WV 25302-2200

12/28/17

3176
00-339/515

PAY to the order of Supreme Court of Appeals of West Virginia \$ 2,019.24
Two thousand nineteen & 24/100 Dollars

BB&T BRANCH BANKING AND TRUST COMPANY
1-800-BANK BBT BBT.com

BB&T ADVANTAGE
Elizabeth Walker

For _____
[Redacted]

Handed Classed C/R DNIAL CLASSIC

Walker, Beth

From: Walker, Beth
Sent: Wednesday, December 20, 2017 1:33 PM
To: Troy, Sue
Cc: Johnson, Gary; Loughry, Allen; Davis, Robin; Workman, Margaret; Ketchum, Menis
Subject: 2017 Meal Expenses

Sue,

When you complete a calculation of the Court's spending on meals brought in to the Capitol for the Justices and their staffs in 2017 and before that information is shared in response to a FOIA request, can you share that information with us? Assuming it is permissible from a legal/accounting perspective, I will be writing the Court a personal check for 1/5 of the total.

Thanks very much,

Beth

Walker, Beth

From: Walker, Beth
Sent: Tuesday, January 30, 2018 11:06 AM
To: Kennie Bass
Subject: Copy of Check
Attachments: EDW Check 12.28.17.pdf; ATT00001.txt

Dear Mr. Bass,

Attached is a copy of the check I gave to our Court Administrator on December 29 as reimbursement to the Court for 1/5 of the amount spent on lunches for the justices and staff in 2017.

Beth Walker

W

ELIZABETH D WALKER 1YR+
MICHAEL S WALKER

12/28/17

3176
66-339/515

PAY to the order of Supreme Court of Appeals of West Virginia \$ 2,019.24
Two Thousand Nineteen & 24/100

Hollars  Photo Safe Deposit 



BRANCH BANKING AND TRUST COMPANY
1-800-BANK-BBT BBT.com

BB&T VANTAGE

Elizabeth Walker

FOR _____



Unauthorized Copies

COLONIAL CLASSIC

2017 Chambers Lunches

\$	167.81
\$	210.48
\$	154.80
\$	175.00
\$	154.00
\$	210.78
\$	212.64
\$	276.00
\$	221.00
\$	200.04
\$	187.00
\$	214.00
\$	189.60
\$	254.00
\$	155.04
\$	213.36
\$	83.65
\$	218.79
\$	205.00
\$	190.08
\$	106.23
\$	206.55
\$	137.00
\$	183.60
\$	214.74
\$	216.00
\$	188.00
\$	160.00
\$	176.40
\$	207.66
\$	184.00
\$	251.00
\$	271.30
\$	186.00
\$	232.00
\$	190.14
\$	214.00
\$	220.00
\$	171.00
\$	191.64
\$	206.40
\$	217.00
\$	246.00
\$	200.20
\$	167.00
\$	201.78
\$	175.20
\$	216.00
\$	174.00
\$	192.48
\$	179.82
\$	120.00
\$	10,096.21

Reference Document	Fund	Fiscal Year	Dept	Appr Unit	Object	Sub	Revenue	Sub Revenue	Amount
--	0180		2400	13000	3233	0000			2019.24

WV OASIS Deposit Total : 2019.24

Description: REIMBURSEMENT FROM JUSTICE BETH WALKER

Extended Description:

State Of West Virginia
wvOASIS
Deposit Cover Sheet

Document ID: CR 2400 1800072694

DOCUMENT STATUS

Department Name: 2400 - SUPREME COURT OF APPEALS
Created On: 2018-01-12
Document Department: 2400
Created By: troyl

Deposit Amount: 2019.24
0.00

Deposit Location	Deposit Ticket Number	Bank Account Code	Deposit Amount
00579	00579011218	0005	2019.24

Bank Deposit Total: 2019.24

Total 2017 Compensation for Supreme Court Justice Staff

	Clerk	Clerk	Clerk	Clerk	Assistant	Total
Davis	\$ 92,108.42	\$ 114,706.02	\$ 114,706.02	\$ 119,627.62	\$ 80,075.78	\$ 521,223.86
Ketchum	\$ 95,639.98	\$ 120,707.62	\$ 119,507.62	\$ 118,907.62	\$ 79,355.78	\$ 534,118.62
Loughry	\$ 117,833.40	\$ 119,327.62	\$ 119,567.62	\$ 119,447.62	\$ 79,955.78	\$ 556,132.04
Walker	\$ 113,667.62	\$ 37,451.93	\$ 99,144.21	\$ 107,742.62	\$ 75,542.28	\$ 433,548.66
Workman	\$ 119,867.62	\$ 119,747.62	\$ 118,607.62	\$ 119,387.62	\$ 79,175.78	\$ 556,786.26
					\$	\$ 2,601,809.44

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Feedback

◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	MCHENRY, DEBORAH L	\$54,073.80
SUPREME COURT	MCHENRY, DEBORAH L	\$38,034.62
Total		\$92,108.42

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	TAKARSH, TONI H	\$67,670.70
SUPREME COURT	TAKARSH, TONI H	\$47,035.32
Total		\$114,706.02

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	BOWMAN, CYNTHIA L	\$67,670.70
SUPREME COURT	BOWMAN, CYNTHIA L	\$47,035.32
Total		\$114,706.02

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	PALMER, LOUIS J	\$70,550.70
SUPREME COURT	PALMER, LOUIS J	\$49,076.92
Total		\$119,627.62

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	STOVER, JENNIFER A	\$47,356.20
SUPREME COURT	STOVER, JENNIFER A	\$32,719.58
Total		\$80,075.78

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	PRUETT, ROBERT S	\$55,966.20
SUPREME COURT	PRUETT, ROBERT S	\$39,673.78
Total		\$95,639.98

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	MCQUAIN, THOMAS J	\$71,630.70
SUPREME COURT	MCQUAIN JR, THOMAS J	\$49,076.92
Total		\$120,707.62

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	CHAMBERS, PETER B	\$70,430.70
SUPREME COURT	CHAMBERS, PETER B	\$49,076.92
Total		\$119,507.62

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	FARRELL, MARK J	\$69,830.70
SUPREME COURT	FARRELL, MARK J	\$49,076.92
Total		\$118,907.62

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	MELVIN, RUTH A	\$46,636.20
SUPREME COURT	MELVIN, RUTH A	\$32,719.58
Total		\$79,355.78

FY 2017' State Auditor's Financial Reports (<https://www.wvsao.gov/Reports/Default>)

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	NELSON, CYNTHIA A	\$68,756.48
SUPREME COURT	NELSON, CYNTHIA A	\$49,076.92
Total		\$117,833.40

FY 2017 State Auditor's Financial Reports (<https://www.wvsao.gov/Reports/Default>)

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	JOHNSON, AMIE L	\$70,250.70
SUPREME COURT	JOHNSON, AMIE L	\$49,076.92
Total		\$119,327.62

FY 2017 State Auditor's Financial Reports (<https://www.wvsao.gov/Reports/Default>)

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	HENTSCHEL, BECKY M	\$70,490.70
SUPREME COURT	HENTSCHEL, BECKY M	\$49,076.92
Total		\$119,567.62

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	LEONE, TRINA L	\$70,370.70
SUPREME COURT	LEONE, TRINA L	\$49,076.92
Total		\$119,447.62

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	SHAFER, VICI E	\$47,236.20
SUPREME COURT	SHAFER, VICI E	\$32,719.58
Total		\$79,955.78

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	WEBB, TRACY L	\$69,590.70
SUPREME COURT	WEBB, TRACY L	\$44,076.92
HOUSE OF DELEGATES	WEBB, TRACY L	\$13,781.43
Total		\$127,449.05

> 113,667.62

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◀ State Employees Total Compensation

Last Name

deem

First Name

ashley

Choose an Agency or Search All

All Agencies

Select a Year

2017

Records per page

25

Search Reset

Agency	Name	Total Compensation
SUPREME COURT	DEEM, ASHLEY N	\$37,451.93

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◀ State Employees Total Compensation

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Agency	Name	Total Compensation
SUPREME COURT	SHAFFER, KATE L	\$60,576.90
SUPREME COURT	SHAFFER, KATE L	\$38,567.31
Total		\$99,144.21

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◀ State Employees Total Compensation

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Agency	Name	Total Compensation
SUPREME COURT	AKERS, SHANNON N	\$64,003.80
SUPREME COURT	AKERS, SHANNON N	\$43,738.82
Total		\$107,742.62

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◀ State Employees Total Compensation

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Agency	Name	Total Compensation
SUPREME COURT	HUMPHREY, WHITNEY M	\$46,156.20
SUPREME COURT	HUMPHREY, WHITNEY M	\$29,386.08
Total		\$75,542.28

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◀ State Employees Total Compensation

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Agency	Name	Total Compensation
SUPREME COURT	SCOTT, SUSAN B	\$70,790.70
SUPREME COURT	SCOTT, SUSAN B	\$49,076.92
Total		\$119,867.62

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	RILEY, MARCELLA G	\$70,670.70
SUPREME COURT	RILEY, MARCELLA G	\$49,076.92
Total		\$119,747.62

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	KLEECH, TERESA A	\$69,530.70
SUPREME COURT	KLEECH, TERESA A	\$49,076.92
Total		\$118,607.62

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◀ State Employees Total Compensation

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Agency	Name	Total Compensation
SUPREME COURT	CANFIELD, DIANNA G	\$70,310.70
SUPREME COURT	CANFIELD, DIANNA G	\$49,076.92
Total		\$119,387.62

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◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	STEVENSON, JEANNE M	\$46,456.20
SUPREME COURT	STEVENSON, JEANNE M	\$32,719.58
Total		\$79,175.78

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Walker, Beth

From: Walker, Beth
Sent: Tuesday, June 27, 2017 1:38 PM
To: Loughry, Allen
Cc: Ketchum, Menis; Johnson, Gary; Davis, Robin; Workman, Margaret
Subject: Re: Circuit Law Libraries

I should be surprised by this latest uncovered misrepresentation by the former Administrator, but I am not. I vote in favor of the motion.

On Jun 27, 2017, at 12:21 PM, Loughry, Allen <Allen.Loughry@courtsvw.gov> wrote:

Other Justices,

I am shocked to learn that the regional libraries are still open. I was personally told by Steve that they were closed on more than one occasion. In fact, he told me that would be a good way for me to advocate to the Legislature that we had made changes to reduce our spending, i.e., that we closed all of the regional libraries and that the State law library was the only one open. In any case, I agree wholeheartedly with your motion and that is my vote. I see no reason to wait until our August to resolve this question as it was supposed to have already been resolved.

From: Ketchum, Menis
Sent: Tuesday, June 27, 2017 12:14 PM
To: Johnson, Gary <Gary.Johnson@courtsvw.gov>
Cc: Loughry, Allen <Allen.Loughry@courtsvw.gov>; Davis, Robin <Robin.Davis@courtsvw.gov>; Workman, Margaret <Margaret.Workman@courtsvw.gov>; Walker, Beth <Beth.Walker@courtsvw.gov>
Subject: Re: Circuit Law Libraries

Steve and I worked quite a while on closing local/regional law libraries. All local/regional libraries were supposed to be closed in 2012 or shortly thereafter. I understood that Steve got them closed but that Steve was working on closing Harrison county. Steve and I worked on closing these libraries because local or regional libraries were not being used. The public and lawyers were researching on the internet. It was a waste of money.

I MOVE that the Supreme Court close all local/ regional law libraries paid for by the Supreme Court, all subscriptions to these libraries be cancelled IMMEDIATELY, all local librarians be terminated from employment with the Supreme Court, and these libraries be close immediately.

Sent from my iPhone

On Jun 27, 2017, at 11:14 AM, Johnson, Gary <Gary.Johnson@courtsvw.gov> wrote:

Justice Ketchum asked me yesterday to check to see if we had any local libraries still operating. Sue provided me with the attached information that we still have 7 local law libraries open and are paying a law librarian in Harrison county at a total annual cost of 102,756.

From: Mullins, Joan
Sent: Tuesday, June 27, 2017 11:05 AM
To: Johnson, Gary <Gary.Johnson@courtsvw.gov>
Subject: Circuit Law Libraries

Joan Mallins

Executive Administrative Assistant
Supreme Court of Appeals of West Virginia
State Capitol, E-100
1900 Kanawha Blvd., E.
Charleston, WV 25305
(304) 558-0145
(304) 558-1212-Fax

<2017_06_27_11_02_16.pdf>

Walker, Beth

From: Walker, Beth
Sent: Tuesday, August 29, 2017 11:33 AM
To: Maerz, Kaye
Subject: Re: Random Question

Kaye,

I will keep the State court rules. I use those paper copies more regularly.

Thanks!

Beth

On Aug 29, 2017, at 11:03 AM, Maerz, Kaye <Kaye.Maerz@courtswv.gov> wrote:

Justice Walker,

I will have one of my staff remove the set from your chambers and bring it to the library. Do you wish to continue to receive the Court Rules in print?

Thank you,
Kaye

From: Walker, Beth
Sent: Tuesday, August 29, 2017 11:00 AM
To: Maerz, Kaye
Subject: Re: Random Question

Kaye,

Thanks very much. I would like you to cancel the subscription for the one in my office. Let me know what to do with the books. Access online and/or via Westlaw is more than adequate for my needs.

Beth

On Aug 29, 2017, at 9:29 AM, Maerz, Kaye <Kaye.Maerz@courtswv.gov> wrote:

Justice Walker,

The cost varies from year to year due to the number of replacement volumes the vendor publishes in a given year.
The cost in 2016 was \$1,026.69 which includes the annual pocket part supplements and three replacement volumes (V. 5A, 7, & 7A).

Please let me know if you need additional information.

Kaye L. Maerz, M.L.I.S., J.D.
WV State Law Librarian
WV Supreme Court of Appeals
Charleston WV 25305

(304) 340-3999

From: Walker, Beth
Sent: Monday, August 28, 2017 5:39 PM
To: Maerz, Kaye
Subject: Random Question

Hi Kaye,

How much (per year) does it cost for the subscription to maintain one paper copy of the West Virginia Code books?

Thanks,

Beth

Walker, Beth

From: Graves, David
Sent: Wednesday, December 13, 2017 11:52 AM
To: Walker, Beth
Cc: Tillery, Pat
Subject: RE: Computer Inquiry

We have purchased iPad's for users (not sure about MacBook Airs) if it is for court business, my recommendation would be if you are using it for court business to let us purchase it so we can maintain it for you. From a security perspective it would be better if you used it strictly for court business.

Does that make sense? Thoughts?

Thank you,
David Graves
(304) 558-4403 Office
(304) 807-7052 Mobile

From: Walker, Beth
Sent: Wednesday, December 13, 2017 11:40 AM
To: Graves, David <David.Graves@courtsww.gov>
Cc: Tillery, Pat <Pat.Tillery@courtsww.gov>
Subject: Computer Inquiry

Hi David,

This is not on urgent inquiry but I have been thinking about this for some time. Now that my tablet is unusable today (for now), this is top of mind.

As Pat knows, I have been rather unimpressed with the Dell laptop issued to me last January. Although the screen clarity is very good, it has almost no battery life, which pretty much undermines its use as a tablet. The keyboard is bulky to carry around and I use a wireless mouse because I was never able to get the hang of the touchpad (probably because I am a Mac user).

If I purchase a MacBook Air or iPad Pro, would it be possible to use it as my Court computer?

Thanks very much,

Beth

Walker, Beth

From: Walker, Beth
Sent: Wednesday, December 13, 2017 12:20 PM
To: Loughry, Allen; Davis, Robin; Workman, Margaret; Ketchum, Menis
Subject: Proposal

Colleagues,

As indicated during our meeting on Monday, I strongly believe that we need to develop a definite plan to restore the reputation of the Court. As a practical matter, many steps have already been taken to curb spending and improve accountability and transparency (removal of Canterbury, new procurement process, enforcement of spending authority limitation, new organizational chart, etc.).

To that end, I have drafted the following proposed public statement by the Court. I think it would be optimal if the statement would go out before the next round of FOIA responses are finalized. As expressed during the meeting, I think it is crucial that we publicly (and unanimously, in my opinion), take responsibility and commit to future action. This is a discussion draft. I welcome all comments, suggestions, criticisms, etc. I understand that Justice Ketchum has limited access to email right now and I am not suggesting that this be rushed.

Thanks for your consideration of this proposal.

Proposed Statement by Supreme Court of Appeals (Draft 12/13/17)

In recent weeks, there has been tremendous media coverage of expenditures by the Supreme Court. West Virginia taxpayers are justifiably concerned about spending relating to the offices of the Justices and other items. We unanimously agree that the expenditures over the past decade were ill-advised, excessive and in many instances needed greater oversight. The Court is resolved to making sure this kind of spending never happens again. The people of West Virginia rightfully demand and deserve this action and it is one of our highest priorities.

The Supreme Court of Appeals of West Virginia is responsible for fairly administering justice for the people of our state. It is the role of the Court to oversee the entire judicial branch of government to ensure that this obligation is met. The judicial branch includes nearly 1500 employees including circuit judges in every county, family court judges, magistrates, circuit clerks, probation officers and the staffs in each of these offices. Simply stated, the West Virginia Supreme Court administers a large and very important branch of government – the judiciary.

The administration of the judicial branch of government is the job of the Supreme Court and the buck stops with us. As such, we take full responsibility for the expenditures in question and pledge to the citizens of this state to correct the issues related to oversight, procurement and personnel. Every Justice is firmly committed to regaining and maintaining the public's trust.

Starting in January of 2017, the Court started to correct the issues that contributed to unreasonable use of taxpayers' money. First, the Court made notable personnel changes by hiring a new Court Administrator. Since then we have instituted significant cost-saving and accountability measures and other procedures to enhance efficiency and transparency. Looking ahead, the Court will work closely with the legislature and executive branch as appropriate under the Constitution to continue to improve its administration of the Court system.

Walker, Beth

From: Walker, Beth
Sent: Wednesday, December 20, 2017 1:25 PM
To: Davis, Robin; Loughry, Allen; Workman, Margaret; Ketchum, Menis
Subject: RE: Proposal

I have heard from almost everyone about this proposed statement and offer an amended version below for everyone's consideration.

Here are my current thoughts about the statement:

1. If we can reach agreement, I propose that the statement be issued as soon as possible.
2. I am not as concerned about the media coverage generated by issuance of the statement itself but rather about having the statement in place that we can refer back to it in response to future media inquiries.
3. Once this statement is issued, I propose that we consult with Jennifer Bundy to develop a strategy for additional statements/press releases/etc. highlighting the specific improvements we have made and continue to make.
3. The reason I continue to advocate for this proposed statement is my concern about the Court's reputation and credibility moving forward. I understand that there is a lot going on right now, but I think it would be beneficial to have this in place before January 1. That being said, I understand that I am but one vote.

Thank you for your consideration.

Proposed Statement by Supreme Court of Appeals (Draft 12/20/17)

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In recent months, we have instituted significant cost-saving and accountability measures and other procedures to enhance efficiency and transparency. These changes have already saved millions of

taxpayer dollars. Looking ahead, the Court will work closely with the legislature and executive branch as appropriate under the Constitution to continue to improve its administration of the Court system.

From: Davis, Robin

Sent: Thursday, December 14, 2017 8:22 AM

To: Walker, Beth <Beth.Walker@courtswv.gov>; Loughry, Allen <Allen.Loughry@courtswv.gov>; Workman, Margaret <Margaret.Workman@courtswv.gov>; Ketchum, Menis <Menis.Ketchum@courtswv.gov>

Subject: RE: Proposal

I have reviewed your proposed statement by the Supreme Court of Appeals. I agree that any statement should try to be a unanimous statement. As such, I propose your last paragraph be modified as follows:

The Court is currently in the process of instituting significant cost/saving and accountability measures and other procedures to enhance efficiency and transparency. Looking ahead, the Court will work closely with the Legislature and execute branch as appropriate under the Constitution to continue to improve its administration of the Court system.

I suggest this proposed change as there has not been a unanimous agreement among the Court since January 2017 regarding personnel changes.

Finally, while I agree that a statement needs to be made, it may be difficult to come to a consensus as we are all not in Charleston and may be unable to meet prior to the first of the year to discuss these important issues.

From: Walker, Beth

Sent: Wednesday, December 13, 2017 12:19 PM

To: Loughry, Allen; Davis, Robin; Workman, Margaret; Ketchum, Menis

Subject: Proposal

Colleagues,

As indicated during our meeting on Monday, I strongly believe that we need to develop a definite plan to restore the reputation of the Court. As a practical matter, many steps have already been taken to curb spending and improve accountability and transparency (removal of Canterbury, new procurement process, enforcement of spending authority limitation, new organizational chart, etc.).

To that end, I have drafted the following proposed public statement by the Court. I think it would be optimal if the statement would go out before the next round of FOIA responses are finalized. As expressed during the meeting, I think it is crucial that we publicly (and unanimously, in my opinion), take responsibility and commit to future action. This is a discussion draft. I welcome all comments, suggestions, criticisms, etc. I understand that Justice Ketchum has limited access to email right now and I am not suggesting that this be rushed.

Thanks for your consideration of this proposal.

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Walker, Beth

From: Workman, Margaret
Sent: Saturday, December 30, 2017 5:03 PM
To: Walker, Beth

Beth,

I think your proposed statement was very well-written, and I tried to do an edit to it, but first of all, it started getting way too long...and the more I wrote, I began to feel that I was apologizing for something when I hadn't done anything wrong...I kept my renovations down to slightly over \$100,000 and 70 per cent of that cost was for highly needed functional stuff that will be there for the next 50 to 75 years....the built-in file drawers and storage and the hardwood floors....(With as many briefs and other papers that we have to keep track of, I have no idea how Spike functioned in that office with one small single metal file cabinet)...and the carpet was worn out with concrete underneath, so I had to have some kind of flooring. I only bought two pieces of furniture, and brought my own furniture, lamps, art, etc to furnish both the offices...I really tried to be aware of the costs. What I didn't know is that Steve was signing these "change order" agreements which jacked the price up of the things I did buy. Also, I started in 2015 trying to get answers, trying to draw the other members of the Court's attention to the misfeasance and malfeasance in spending that Steve was engaging in, but until you came, I couldn't get anyone interested except Allen. So I don't feel like I can apologize for the last ten years, when I did try to do something about it as soon as I discovered it. In addition, I think it is clear that there is not any one position that all five of us would be willing to take on several issues.....I hope you understand. I did write up a statement correcting all of Steve's factual misstatements which appeared in the Gazette this past week, but I did not go into the furniture/renovations issues or attack or blame Steve. I just corrected the factual inaccuracies. thanks so much..Hope you had a great holiday!

Margaret



Supreme Court of Appeals State of West Virginia

News

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Flickr: www.flickr.com/photos/courtswv/
Email: Jennifer.Bundy@courtswv.gov
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Justice Beth Walker looks back on first year, forward to achieving more goals

For immediate release January 9, 2018

CHARLESTON, W.Va. – A year after she took the bench on the Supreme Court of Appeals, Justice Beth Walker still comes to work every day with a smile and the belief that she has the best job in the world.

“I love my job,” she says to anyone who asks how her day is going.

Justice Walker was elected on May 10, 2016, and took office on January 1, 2017. Her focus in the last year was on learning her new job.

“We have a very busy caseload – over 1,200 cases per year,” she said. “I worked hard to make sure I was prepared to give every case the attention it deserved and to decide cases based on the rule of law and not politics.”

Justice Walker also learned about the administrative role of the Court. “We are responsible for fairly administering justice for the people of our state, so we oversee the entire judicial branch of government to make sure that obligation is met,” Justice Walker explained.

The judicial branch includes almost 1,500 employees working in the magistrate courts, family courts, and circuit courts in every county. “I have quickly developed an appreciation for the hard work of the employees of our branch of government,” Justice Walker said.

Her goals for the next eleven years of her term include continued advancements in the administration of justice and exploring new ways to address West Virginia’s opioid crisis.

“First, transparency and accountability are important to me,” Justice Walker said. “I strongly support the cost-saving and accountability measures we have implemented in recent months to enhance efficiency and transparency in the judicial branch. We have already saved millions of taxpayer dollars.”

“We need to earn and maintain the trust of West Virginia taxpayers,” she said.

“I also remain very concerned about the opioid crisis. We see every day how substance abuse is ruining lives and harming families all across West Virginia,” Justice Walker said. “Our drug courts work hard every day to try to help West Virginians get back on their feet. In the coming months, I plan to explore how I can do even more to help with this crisis.”

Her third goal is to encourage women leaders across the state.

“Now that I am lucky enough to sit on one of the few state supreme courts with a female majority, I want to find more ways to encourage women to be leaders in our state and communities,” Justice Walker said. “Whether it’s talking to a Girl Scout troop about their future goals, motivating more women to run for public office or mentoring female lawyers, I want to encourage women to have key roles in moving West Virginia forward.”

##

Walker, Beth

From: Walker, Beth
Sent: Thursday, January 25, 2018 3:24 PM
To: Johnson, Gary
Cc: PalettaDavis, Lori; Morris, Christopher; Chapman, Cammie; Thompson, Sara; Troy, Sue; Bond, Stephanie; Graves, David; Loughry, Allen; Davis, Robin; Workman, Margaret; Ketchum, Menis
Subject: Thank You

Judge Johnson,

I am so grateful for the hard work of you and your leadership team on the reorganization of the Administrative Office and yesterday's employee meeting. You have my full and complete support.

As a new Justice on the Court, I have been very concerned about a number of administrative gaps/deficiencies including an incomplete human resources function, lack of information security and ineffective use of technology (among other things). Over the past few months, I was encouraged by your team's thoughtful, responsible approach to the difficult task of changing not only an organizational structure but also a culture.

As a result of the diligent work of your team, I am quite confident that my concerns have been or will very shortly be resolved. Most of all, I believe that the immediate implementation of the reorganization will enhance transparency and accountability throughout our organization.

Thank you for your leadership. I am very excited about the future of the Supreme Court of Appeals of West Virginia. If there is anything I can ever do to assist you and your team, please do not hesitate to call.

Beth

Walker, Beth

From: Walker, Beth
Sent: Thursday, February 8, 2018 9:55 PM
To: Workman, Margaret
Cc: Loughry, Allen; Davis, Robin; Ketchum, Menis
Subject: Re: 10 am conference call

Margaret,

I look forward to discussing these issues tomorrow morning. In advance of the meeting, I offer the following:

1. The state of the Court's technology when I arrived a year ago was surprising to me, after having practiced law in a paperless and secure environment for more than a decade. The complete lack of the most basic security policies and procedures was shocking. I am quite relieved that we hired David Graves and that these and other issues are being addressed by a qualified technology leader.
2. It is clear to me that the e-filing initiative has failed. I am not interested in assessing blame or criticizing what I believe has been poor technology leadership in the past. I am interested in moving forward as expeditiously, economically and efficiently as possible with a system that meets the future needs of litigants, lawyers and court personnel across the State.
3. I am convinced that the plan presented by the NCSC provides the most logical, comprehensive way to assess our needs and eventually purchase a system we need to move forward. The proposed approach is very consistent with initiatives in which I have been involved with my employer and clients in the past. Change will be very difficult, but I believe Paul and his colleagues have the knowledge, experience and tools that are essential for our success in the future.
4. Respectfully, there are no facts in your email or in the memo from Justice Davis today that cause me to doubt my conclusion in No. 3 above.
5. I admire and agree with your professed interest in collegiality. I regret that you did not afford me the same respect as our other colleagues by discussing your concerns with me personally.

Beth

On Feb 8, 2018, at 7:00 PM, Workman, Margaret <Margaret.Workman@courtsww.gov> wrote:

>

> Hi Beth,

> Let me preface this message by saying that during my career, I have laid awake many nights worrying about family and friends, but rarely about the office. But over the last few days, I HAVE stewed and worried about the status of our efforts to bring technical modernization to the court system. While I do not profess to be techno-savvy, I have been part of a long process (some parts of which had already started before I got here in 2009) wherein we have spent literally millions of dollars on efforts to modernize court records from a technical perspective. I voted for the proposal the NCSC presented last week, because frankly, I am unsure what the right path is. I am told that we are on the eve of being able to actually start receiving substantial fees in both the e-filing and the UJA systems.

We have been ready to receive substantial fees in UJA for a long time, except for the mix-ups on getting into place a system to actually collect those fees. I cannot place all the blame in the context on these issues on the Canterbury administration. And I don't think all the blame can be placed on Olis. The bottom line is that, when Robin sent her memo around today, I had been thinking of either abstaining, because I do not feel at all confident that it is the right decision, or casting my vote against it for the same reason. What I decided to do instead is to request that the RFB process be delayed long enough for us to get a real overview/update of where the Olis project and the UJA stand. IT MAY BE THAT, after hearing this full information, I will vote to move forward with the recommended course of action. I had an extensive and constructive conversation with Allen and Robin today, essentially requesting that, as a professional courtesy, he delay the initiation of the \$500,000 RFP process until we can get the updates/status reports I have requested. There are two members of our five-member Court who are simply asking for more information before we go down a path that will cost at a minimum \$500,000 and if ultimately approved, will result in scrapping millions of dollars worth of work. I just want to make sure that we are, as Justice McHugh always said, "on solid ground." Since we will continue to use Olis, UJA, and associated contractors for quite some time even if the RFP STARTS RIGHT AWAY, I CANNOT FATHOM HOW A COUPLE OF WEEKS DELAY TO GET THE REQUESTED INFORMATION CAN POSSIBLY HARM THE PLANS IN ANY WAY. (Sorry...wasn't trying to be over-the-top emphatic with the all caps...just didn't notice the cap button was on... LOL). So this is not a tech issue... it is a collegiality issue. I can't see any good reason why, after the millions of dollars, two or three weeks additional would make any difference on the substantive issues; and as I keep trying to say, the building of consensus to the greatest degree possible, on significant decisions on a multi-member Court, is vital to our success. Thanks for listening. M.

> PS I ALREADY SPOKE WITH THE OTHER MEMBERS OF THE COURT ABOUT THIS PERSONALLY, SO THAT IS WHY I AM DIRECTING THIS MSG TO YOU, but will copy to them.

>

> Sent from my iPad

Walker, Beth

From: Walker, Beth
Sent: Thursday, February 22, 2018 8:16 AM
To: Workman, Margaret
Cc: Davis, Robin; Ketchum, Menis; Loughry, Allen
Subject: Technology Division

Chief Justice Workman,

I write to withdraw my request to meet with Pat Tillery this morning.

When I initially offered to meet with David Graves and with Pat to assist you in assessing the situation, I did not know that you already had informed or would inform Pat (a) that she would assume interim leadership of the technology division; (b) that David would be relieved of his duties prior to the effective date of his resignation. A majority of the members of the court voted to ratify this decision yesterday. While I vehemently disagree with this course of action, I respect the vote. I believe that it is a step backward that will result in the loss of talented professional recruited by David, among other things. I have serious reservations about Pat's technical competence and her leadership abilities, based on my personal observations.

Given the vote and my position, I believe that my meeting with Pat would be counterproductive.

I believe that the concerns of unethical practices expressed by a David in his resignation letter warrant independent investigation. I also respectfully object to leadership decisions regarding the Administrative Office being made by this Court without the input of and consultation with our Administrative Director.

Thanks,

Beth

Walker, Beth

From: Workman, Margaret
Sent: Thursday, February 22, 2018 9:42 AM
To: Walker, Beth
Cc: Davis, Robin; Ketchum, Menis; Loughry, Allen
Subject: RE: Technology Division

When I met with Pat Tillery on _____, it was as the result of receiving a letter of resignation from Mr. David Graves. the purpose of the meeting was to assess how the IT department would transition with his departure. She was consulted because she has been a long-time, extremely reliable and competent employee in that division, and she served ably in the temporary post on a prior occasion. When I interviewed Pat, she was extremely reluctant to say anything about Mr. Graves, as she feared reprisal if it came to his attention. She did not volunteer information; I solicited it. I promised her that it would not be repeated to him, and the matters she brought to my attention confirmed what I have heard (from numerous sources all over the AO, not just IT) over and over ever since he arrived...that he is abrasive, rude, a bully, a tyrant, and verbally abusive on many occasions to the employees who are not total sycophants to him. He may have some good technical knowledge, but he is a terrible manager of people. Pat spends a good part of many days trying to talk some IT employee out of quitting over Graves' treatment of them. Unfortunately, someone did apparently tell him of her comments, as he made it clear to her on ____ that he was angry sat her, she was ostrasized, told not to ask questions about the IT transition, and her own employee, Mike Sefton, was called into a meeting with Mr. Graves wherein Mr. Graves spent the first twenty minutes trashing Pat Tillery and instructing Mr. Sefton not to tell Pat Tillery (his superior on the chart) anything about what he was doing. I confirmed these facts with Mr. Sefton, who is also afraid of Graves.

Second, Pat Tillery was not informed that she would definitely assume the interim position. Justices Ketchum, Davis, and I merely asked her if she would be willing to do so if need be. Again, she has served ably in that position before, she is not seeking the ITO job, and she has more technical knowledge than the two alternatives you suggested, Mr. Toler who just got here about a month ago, or Gary Johnson, who has stated many times he has no technical knowledge whatsoever. You were immediately contacted by phone on this matter after the meeting.

You stated that you would ask Mr. Graves to give us a written status summary of each aspect of the IT as it currently stands. Did you do that and do you know when he is expected to have that ready for submission?

As for not consulting Administrator Gary Johnson on this matter, the minutes of our February 19th administrative conference will reflect that this Court has lost a great deal of trust in Mr. Johnson due to his failure to apprise every member of the court of the receipt of a federal grand jury subpoena in December 2018. For this reason as well as his constant assertions that he knows nothing about technology, I saw no need to consult with him, as I can't imagine what would be gained by it.

As to your belief that his allegations of unethical conduct should be investigated, those allegations were so vague and generic, and stated to cover a period of ten years, that I am not sure who you believe should conduct such investigation. If you believe he is referring to any member of the judiciary, I urge you to file a complaint with the Judicial Investigation Commission. If you believe that there is employee wrongdoing, I believe we should discuss it at our next administrative meeting and decide who it is who should be investigated and for what. In that vein, would you like me to request

that Mr. Graves to articulate his ethical concerns with greater specificity in order that they may be fully investigated?

I would like to know when he will have the written summary available and after he has completed it, I continue to believe he should be permitted to depart early with full pay until his stated resignation date. But I will await your response and any response from other Court members.

From: Walker, Beth
Sent: Thursday, February 22, 2018 8:16 AM
To: Workman, Margaret
Cc: Davis, Robin; Ketchum, Menis; Loughry, Allen
Subject: Technology Division

Chief Justice Workman,

I write to withdraw my request to meet with Pat Tillery this morning.

When I initially offered to meet with David Graves and with Pat to assist you in assessing the situation, I did not know that you already had informed or would inform Pat (a) that she would assume interim leadership of the technology division; (b) that David would be relieved of his duties prior to the effective date of his resignation. A majority of the members of the court voted to ratify this decision yesterday. While I vehemently disagree with this course of action, I respect the vote. I believe that it is a step backward that will result in the loss of talented professional recruited by David, among other things. I have serious reservations about Pat's technical competence and her leadership abilities, based on my personal observations.

Given the vote and my position, I believe that my meeting with Pat would be counterproductive.

I believe that the concerns of unethical practices expressed by a David in his resignation letter warrant independent investigation. I also respectfully object to leadership decisions regarding the Administrative Office being made by this Court without the input of and consultation with our Administrative Director.

Thanks,

Beth

Walker, Beth

From: Workman, Margaret
Sent: Saturday, February 24, 2018 7:03 PM
To: Walker, Beth
Cc: Davis, Robin; Ketchum, Menis; Loughry, Allen
Subject: RE: IT Division

I requested in writing for Mr. Graves to provide us something in slightly more detail than the very generic and broad accusation of (and I do not have his letter in front of me), but something to the effect of ten years of corrupt leadership, so that we could investigate. I am happy to initiate an investigation of any alleged wrongdoing, but we will need something a little more specific than that.

From: Walker, Beth
Sent: Saturday, February 24, 2018 6:42 PM
To: Workman, Margaret
Cc: Davis, Robin; Ketchum, Menis; Loughry, Allen
Subject: Re: IT Division

Chief Justice Workman,

I regret that the very employees who are responsible for the poor state of our technology will be back in charge. I also remain concerned about the allegations of unethical practices made by Mr. Graves.

Thank you,

Beth

On Feb 24, 2018, at 11:08 AM, Workman, Margaret <Margaret.Workman@courtswv.gov> wrote:

Here is an example of the one of the kinds of problems I have been hearing about ever since Mr. Graves arrived. This employee permitted me to use her name, so that is why I am forwarding it to you. I have also had at least 10 people complain to me about his verbal abuse, poor people management skills, undercutting of projects we already had in place without seeking any authority to do so, and now (since submitting his resignation) asking key employees not to give information to Pat Tillery. As soon as he turns in his exit summary, I believe we should part ways with him.

Sent from my iPhone

Begin forwarded message:

From: "Harper, Tara" <Tara.Harper@courtswv.gov>
Date: February 24, 2018 at 9:58:04 AM EST
To: "Workman, Margaret" <Margaret.Workman@courtswv.gov>
Subject: IT Division

Justice Workman:

Currently there are a number of long time and loyal employees that are considering leaving. This is mostly due to the unfair labor practices in regards to the hiring of employees as well as the amount of work that has been laid at the IT Staff's

doors. The employees that have been here for years are feeling pushed aside and incompetent. It is not just me.

Bill Gallagher was offer the Service Desk Supervisor position over me. Fine, but he turned it down. Dave Wilkinson told me that I was listed as the second choice. However, it is my understanding that Graves did not want me in that position. Then it was offered to another outside person. Who again turned it down. Then someone went back to Mr. Gallagher and offered it a second time (not sure what changed) but he agree to take it. The day he started he was introduced as the Service Desk Supervisor but by the end of the day was in Dave Wilkinson's job. Dave's job was never posted for anyone else to apply for. (Mr. Gallagher and Mr. Toler are friends ... not sure if this is a connection or not, but thought I would put it out there for you to know). This is not right, plus what is the point for employees to work here for years and watch their division grown and develop but then be shoved to the side and ignored. When I started with the court there only two IT personnel for the entire State (Bob Damron and Mark Smith). Mark pulled me in and I ended up taking over everything that Bob did because Bob wanted to leave.) I did Pat's, Dave's, procurement's, System Engineers', Field Technician's, and a bunch of other jobs by myself, but for some reason I am not qualified to do anything except answer a phone now and fix basic issues. I had to be what was needed. I had to hand over a lot of things that I had developed and built to someone else. I did not like it but I knew I could not continue to do it by myself so I put trust in that the people hired could do the jobs.

Right now, there is no trust and everything is being micromanaged. I believe some changes were needed. It is inevitable, but the ones that were made .. well they did not have the input of the people it should have. Dave Wilkinson was left out of all the decisions that were made ... Mike Sefton was not really consulted either. Mike knows our network inside and out. Dave and I worked together for 15 years. We both made decisions for hardware, software and what is now called "Service Desk" was our jobs. We handled everything outside of the Network and Server development. Dave did leave because of medical reason but he was going to leave anyway due to the changes and lack of involvement on things that he really needed to be a part of.

Here is another example of unfair labor practices...

Matt Arrowood (IT Services Delivery Director) who was "Circuit Clerk' Director (which was never advertised as well – Angie Saunders put him there) was moved from there to IT. He does not even have an IT background. He does not follow through on things he has started, plus there is still a "Circuit Clerk director" position on the Org Chart that was show to us ... so if this was a new position why was it not posted for others to apply?

The personnel that were moved to the service desk (aside from those already there) do not even know anything about networking and how everything works together. One person, Joshua Taylor, does not even do the job like has been laid out for him on paper. He was moved to us with pleasure because he could not do the training in CourtPlus/Vault/E-File. He would disappear and such. To this day I have still had to walk him through installing a scanner for Vault systems out in the counties. There is a lot more there that I can talk about but this is getting to be long.

Also, Angela Markham was named the "Training and User Support Supervisor". I know that it was not advertised as well. Matt just gave it to her. The

other trainers were not even told about it. Thus, they were not even given the opportunity to apply for it as well as those outside of that section were not offered it as well. There were several people that were considering it.

If there is no way for anyone to consider advancing, then we may need to consider alternatives. I do not want the court to lose all of this valuable knowledge but I can understand why someone would leave. I have considered leaving as well. Like others, I have been cast to the side (even more so now because Graves has put people in place that he wants there... not for the good of the court but for his own gains). Some of the policies that Graves wants to implement were brought up in the past by others and myself, but were told that it could not be done. Now all of a sudden he comes in and acts like we have no clue how to do our jobs and brings in people he wants.

I am very loyal to those that I work with and I have always had faith in the court. Even when times were askew, I still had faith that this organization would pull through. I know that Graves has resigned but everyone that he has put in place in IT as well as the re-organization will have to be dealt with by those that have been here for years and we will have to clean it up once again. This happened with Duane Neely and Scott Harvey as well.

You can use my name and Dave Wilkinson said it was ok to use his (you can call him @ 304-389-2354 as well). Dave is a very straight forward person so he will not hold back ... he would even if he still worked here – that is just the way Dave is – honest).

Tara E. Harper, MCDST, MCP, MOS
Tier 2 Service Desk Technician
WV Supreme Court of Appeals
servicedesk@courtswv.gov
304-340-2957
888-835-9518

Walker, Beth

From: Walker, Beth
Sent: Friday, May 18, 2018 10:00 AM
To: Workman, Margaret
Cc: Davis, Robin; Ketchum, Menis; Loughry, Allen
Subject: Minutes of Yesterday's Meeting

Chief Justice Workman,

I respectfully request that the following language be added to the minutes of yesterday's conference:

Justice Walker voted against all proposed salary increases (over and above the across the board increase effective July 1, 2018) for the following reasons: (a) the Court has not conducted a salary survey or any other objective analysis of the Court's salaries; (b) the Court has no established salary scales; (c) the Court's Human Resources Director was not consulted; (d) the Court does not conduct performance evaluations or any other periodic measure of employee job performance; and (e) the State's current financial circumstances.

Thanks very much,

Beth

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Section 1.0: Introduction

The P-Card is the preferred method of payment providing an efficient and effective process for the payment of State expenditures. The P-Card effectively decreases accounts payable expenses, cuts administrative program costs and offers increased control and monitoring of payments.

1.1 Statutory Authority

The State of West Virginia P-Card Program was created and implemented in 1996 by West Virginia Code, §12-3-10a, and is governed by Legislative Rule, 155 CSR 7. The State Auditor's Office, P-Card Division serves as the Program Administrator for the P-Card Program.

1.2 Scope

This manual contains the policies and procedures applicable to the State of West Virginia Purchasing Card (P-Card) Program for all State Agencies and Institutions of Higher Education (hereafter referred to as "Spending Unit").

1.3 Policy

The P-Card Policies and Procedures Manual establishes minimum standards for the use of the State of West Virginia P-Card. Individual transaction limits and credit limits shall be determined by each Spending Unit P-Card coordinator upon approval by the State Auditor's Office P-Card Division.

It is the Spending Unit's coordinators and cardholders responsibility to be knowledgeable of and to follow all P-Card policies and procedures, as well as all applicable purchasing laws and guidelines. Other members of agency staff with reviewing and approving responsibilities (agency heads, chief financial officers, department heads, directors, managers, supervisors, etc.) should also be knowledgeable of the aforementioned directives.

The P-Card is a method of payment and should not be considered a substitute for proper procurement procedures. Accordingly, each Spending Unit is required to develop and document appropriate internal control procedures to ensure proper program oversight, compliance with P-Card Policies and Procedures and that P-Card usage is consistent with this manual. In those cases where it is determined that agency controls are not adequate, the State Auditor's Office, P-Card Division has the authority to request procedural improvements and/or place card restrictions on the Spending Unit until such controls are established, documented, and implemented.

Participation in the P-Card program may be revoked.

Section 2.0: Spending Unit P-Card Coordinator Duties & Responsibilities

2.1 Executive Responsibilities

The agency head shall serve as, or designate an individual to serve as, the Chief Financial Officer who shall be responsible for establishing internal controls over the Spending Unit's financial operations, including business related travel; and be accountable for executive oversight and maintenance of appropriate accounting and internal control procedures for the agency's P-Card program.

2.2 Chief Financial Officer Responsibilities

Each Spending Unit's chief financial officer is responsible for the administration and oversight of the P-Card program within their Spending Unit.

The chief financial officer's responsibilities include, but are not limited to the following:

- monitoring and overseeing a Spending Unit's P-Card program to ensure that controls are in place to prevent misuse;
- reviewing, on at least a quarterly basis, the compliance of their P-Card program with the Spending Unit's own internal control and accounting procedures and the requirements set forth herein. This review is to be documented (including date performed).
- requiring any member of a Spending Unit's staff finding an instance of unlawful use, possible fraud, misappropriation, or mismanagement with the P-Card to report such discovery to the Chief Financial Officer immediately. The Chief Financial Officer shall report all aforementioned instances to the Deputy State Auditor/Executive Director of the State Auditor's Office P-Card Division within 24 hours of his or her discovery. Internal P-Card investigations do not supersede this requirement and are only to be conducted upon approval by the Deputy State Auditor/Executive Director of the State Auditor's Office P-Card Division.

2.3 Designation of Spending Unit Coordinator

Each Spending Unit's chief financial officer or designee shall serve as the head Spending Unit P-Card coordinator. The Chief Financial Officer or designee is charged with appointing P-Card coordinators in a sufficient number to allow thorough and timely performance of their responsibilities. P-Card coordinators are appointed based upon the reporting hierarchy assigned to them within their Spending Unit. A Spending Unit may have multiple coordinators at each reporting hierarchy, who may be delegated some or all of the Spending Unit coordinator's responsibilities. Additionally the Chief Financial Officer must designate a financial P-Card Coordinator to act as a backup coordinator to approve payments in the event the primary coordinator is unavailable for that function. In the event the Spending Unit's staffing is not sufficient to designate a backup financial coordinator, the Spending Unit Chief Financial Officer will be required to execute an agreement for default payment with the State Auditor's Office P-Card Division.

Each P-Card coordinator shall hold a position of knowledge and experience of the responsibility(ies) delegated to them by the Chief Financial Officer or designee of the respective Spending Unit. Any change in the head Spending Unit coordinator position or of any subordinate coordinators that require user changes in the wvOASIS p-card module or bank reporting tools, must be initiated by the submission of the request through the PRCUHI or HIERLVL tables within wvOASIS and approved by the State Auditor's Office P-Card Division.

No cardholder shall be their own coordinator unless the Spending Unit receives a written waiver from the State Auditor's Office P-Card Division.

Upon designation by the Spending Unit's chief financial officer, a Spending Unit coordinator at any reporting hierarchy must receive training, education, and certification designed and approved by the State Auditor's Office P-Card Division within 30 days of assuming the duties of the position.

2.4 Coordinator Responsibilities

The coordinator is required to complete training/education annually and to obtain certification confirming that training. Training shall include P-Card policies, ethics training, and/or emergency P-Card or travel training as appropriate. Spending Unit P-Card coordinators must successfully complete all applicable designated training to receive Spending Unit P-Card coordinator certification.

Spending Unit coordinator responsibilities include, but are not limited to the following:

- ensuring wvOASIS P-Card users within their Spending Unit are properly designated and assigned the applicable hierarchy(ies) on the PRCUHI table;
- ensuring wvOASIS P-Card users within their Spending Unit are assigned the proper system security roles in accordance with their P-Card responsibilities;
- verifying potential cardholders eligibility to obtain a P-Card;
- ensuring proper completion and submission of a PCC document within wvOASIS for all new cardholder applications and/or maintenance requests.
- ensuring successful completion of initial training requirements including the cardholder agreement form before submitting requests for new cardholders and monitoring completion of on-going training requirements;
- determining or verifying the following: credit limit, single transaction limit, number of daily transactions, and number of monthly transactions;
- reconciling master statement(s) electronic payment files including transaction review and approval for payment within wvOASIS;
- ensuring the prompt payment of the Spending Unit's master statement/account(s);
- ensuring that Spending Unit cardholders follow all P-Card policies and procedures;
- ensuring that Spending Unit cardholders follow all applicable purchasing policies and procedures;
- disseminating updated P-Card information to Spending Unit cardholders;
- ensuring that P-Cards are cancelled and destroyed upon termination or separation from employment;
- providing updated contact information to the State Auditor's Office P-Card Division;

- performing biennial reviews of P-Card utilization levels within his or her Spending Unit and providing reports to the State Auditor's Office P-Card Division of the results of such reviews;
- identifying possible ethics law violations related to inappropriate activity by cardholders and vendors including the possession of gifts, bribes, etc.;
- conducting periodic reviews of transactions to ensure they are appropriate for the Spending Unit and that budgetary permission and/or supervisory authorization are part of the approval process;
- ensuring that all Spending Unit personnel assigned to monitor P-Card transactions have access within wvOASIS to the transactions made by any cardholder under their purview;
- addressing and establishing additional controls/policies, in a timely manner, as recommended by external or internal audits and reviews;
- ensuring that all supporting documentation is attached to the applicable transaction within wvOASIS. This includes documentation concerning the resolution of each disputed transaction.

2.5 Internal Controls, Fraud Prevention and Detection

Internal controls are functions, processes and procedures utilized by a Spending Unit to ensure compliance, proper accounting, and safeguarding of State funds, property and equipment. Sufficient internal controls must be in place at each Spending Unit to ensure compliance with applicable laws, rules and regulations, P-Card Policies and Procedures, and other (internal and external) governing instruments.

Internal controls play an important role in the prevention and detection of fraud. Controls relating to fraud prevention are designed to minimize opportunities. Controls designed to detect potentially fraudulent activity identify issues, patterns and problems. Each Spending Unit should periodically assess its internal controls to determine their effectiveness. The basic principles for a properly designed system of internal controls would include: (1) segregation of duties; (2) adequate oversight and supervision; (3) safeguarding of assets; (4) proper authorization; (5) proper documentation; and (6) independent validations.

Each Spending Unit is required to develop and document internal control and accounting procedures that ensure P-Card usage is consistent with this manual and to develop guidelines for distribution to cardholders and other members of staff with reviewing and approving responsibilities. These procedures must be submitted in writing to the State Auditor's Office P-Card Division. In those cases where it is determined that internal controls are not adequate, the State Auditor's Office P-Card Division has the authority to request improvements and/or place P-Card restrictions on the Spending Unit until such controls are established, documented and implemented.

2.5.1 Segregation of Duties

Segregation of duties is the concept of having more than one person required to complete a task. Segregation of duties is generally associated with the procurement/ payment cycle or the revenue cycle. In segregating duties of the procurement/ payment cycle no one individual should be able to

purchase (approve), receive, and pay for goods and services. The Spending Unit P-Card coordinator(s) should not handle all aspects of the P-Card process. The purchasing (approving), receiving and review and reconciliation processes should be performed by different individuals whenever possible.

Unless authorized by the State Auditor's Office P-Card Division, no cardholder shall be his or her own coordinator. Sufficient internal controls must be established and implemented to ensure that when a P-Card coordinator is also a cardholder, some other knowledgeable individual (who has received/attended Coordinator training) such as a direct supervisor or a different coordinator reviews and approves transactions appearing on the coordinator's P-Card. The reconciliation process must include a knowledgeable and independent review of supporting documentation for all transactions.

If the Spending Unit is a board, commission, authority, or council, a written report of P-Card transactions including the vendor, detailed description of good or service and total transaction amount must be provided to members of the governing body to be reviewed and approved or ratified at regularly scheduled meetings. A copy of the report, as well as the minutes of the meeting, must be available for review by the State Auditor's Office P-Card Division upon request.

2.5.2 Proper Oversight

The Spending Unit's chief financial officer must ensure proper oversight of P-Card use within his or her Spending Unit. This includes developing internal controls that ensure a thorough review of the Spending Unit's P-Card transactions and assurance that each transaction is for official state business.

2.5.3 Physical Controls

Physical controls should be present to ensure security of p-cards and records. Records must be stored in a secure location to which only authorized individuals have access.

2.6 Payment Process

It is the Head Spending Unit Coordinator's responsibility to ensure that the master billing account is paid in full every month.

The payment process begins at the transaction level. Every transaction must be fully reconciled, marked "Reviewed" and "Pay" prior to the monthly Scheduled Payment Date. A P-Card Chain Job gathers all the transactions marked with the "Pay" flag and creates a PRCC (Payment Request) document. The PRCC document is the Payment Request document that will be paid to the credit card bank, and is created for each transaction once it has gone through the proper approvals and the "pay" flag is checked. Simultaneously during the P-Card Chain Job, the transaction is marked for deletion from the PRCUU (Unprocessed Procurement Card Activity) table and added to the PRCUT (Paid Procurement Card Transaction) table. The next time the P-Card Chain Job runs, it will delete the transaction from the PRCUU table, as long as it has been reconciled correctly, and finalizes the Payment Request (PRCC) document.

It is important for the coordinator who has the security role to authorize the payment of a transaction to verify that the PRCC was created without any errors. This review should be done in advance of the Scheduled Payment Date on the PCNFG table to allow time for the correction of any errors that resulted in the PRCC being rejected. Any PRCC document in rejected status will not be submitted for payment; therefore, the master billing account would not be fully reconciled and paid.

Section 3.0: Training

The State Auditor's Office P-Card Division is required to provide training to all cardholders and coordinators. Training provided by the State Auditor's Office P-Card Division is mandatory for all new applicants. Training may be in person, or in a format approved by the State Auditor's Office P-Card Division. The training curriculum requirements may be different based on the intended card use. (Ex. One-card vs. Travel-only) Any additional P-Card training provided by a Spending Unit must be approved by the State Auditor's Office P-Card Division. The current web-based training is accessible under the myApps link at: <https://www.wvsao.gov>.

3.1 Coordinator Training

A Spending Unit coordinator at any reporting hierarchy must receive training, education, and certification designed and approved by the State Auditor's Office P-Card Division within thirty (30) days of assuming the duties of the position. Designated training/education will be required annually. Training shall include P-Card policies, purchasing policies as they relate to P-Card, ethics training, and/or emergency card or travel guidelines as appropriate. Spending Unit P-Card coordinators must successfully complete all applicable designated training to receive Spending Unit P-Card coordinator certification. Coordinator certification fulfills the required cardholder training for coordinators who are also cardholders.

3.2 Cardholder Training

Before a P-Card may be issued, the trainee must have successfully completed a training session specifically designed for new cardholders. All current cardholders shall complete three (3) hours of training biennially. One session of training every two (2) years shall relate to ethics. General training on specific purchasing policies can be obtained by contacting your Spending Units' purchasing department. Other training topics include travel and emergency P-Card guidelines.

Any cardholder who begins employment with a new Spending Unit within sixty (60) days of the expiration of their certification must complete and receive their refresher certification before they can receive a P-Card in their new Spending Unit.

3.3 Spending Unit Training

In-person training sessions may be conducted at the Spending Unit. This training may include on-site instruction to Spending Unit personnel, coordinators, new cardholders, as well as existing coordinators and cardholders that need updated on the latest policies and procedures, wvOASIS, and/or approved P-Card reconciliation software and reporting tools.

Section 4.0: P-Card Issuance

4.1 Application Eligibility

P-Cards are issued at the request of the Spending Unit P-Card coordinator. Except upon written waiver by the State Auditor's Office P-Card Division, a cardholder must be an employee of the State of West Virginia.

Before a P-Card may be issued, the applicant must have successfully completed a training session and passed the quiz specifically designed for new cardholders. All cardholders shall complete three (3) hours of training biennially. One (1) hour of training every two (2) years shall relate to ethics. All training must be approved by the State Auditor's Office P-Card Division.

4.2 Application Process

Coordinators who have the role within wvOASIS to add a cardholder to the system must use a PCC document ensuring that all required fields (i.e. applicable MCC groups, credit and transaction limits, daily and monthly transaction limits, etc.) are completed and submitted for approval to the State Auditor's Office P-Card Division.

4.3 Cardholder Agreement Forms

The Cardholder Agreement Form signifies that the applicant acknowledges that he or she has had adequate training, understands the P-Card Policies and Procedures, and accepts responsibility for compliance with the P-Card Policies and Procedures.

All new applicants are required to electronically sign a Cardholder Agreement Form via the P-Card training link located in myApps at <https://www.wvsao.gov> before P-Card applications will be processed. P-Cards will not be issued without a signed Cardholder Agreement Form. All electronically signed Cardholder Agreements will be maintained in the P-Card training system within myApps.

If the Cardholder Agreement is not signed electronically, the Spending Unit P-Card coordinator is required to maintain a copy of the Cardholder Agreement Form as long as the P-Card is active or pursuant to Section 7.4, whichever is longer. Forms may be retained in hard copy or electronically.

4.4 P-Card Delegation

P-Card delegation is prohibited. P-Card delegation is the practice of allowing an individual other than the cardholder whose name appears on the front of the P-Card to have access to the P-Card or P-Card number to initiate or complete a transaction. P-Card delegation increases the risk of fraud and cardholder liability.

P-Card delegation includes allowing an individual other than the cardholder to:

- have physical possession of the P-Card to make payments to point of sale vendors;

- have access to the P-Card number and expiration date to make payments via telephone, internet, or in person;
- have access to receipts or invoices that display the P-Card number and expiration date.

With the exception of ghost, fleet, or other card accounts as approved by the State Auditor's Office P-Card Division, P-Cards are issued in an individual's name. Only the individual named on the P-Card is authorized to use it.

4.5 P-Card Security – Purchasing and Travel Cards

The P-Card must be kept secure. The individual cardholder is accountable for every charge made by or authorized by the cardholder that appears on his or her P-Card.

P-Cards should only be used on secured internet sites. A secured site's URL or web address line begins with "https://" and generally has a closed "lock" icon on the screen.

All cardholders are required to sign the back of their P-Card upon receipt.

Section 5.0: P-Card Activation

P-Cards are mailed directly to the address associated with the Site ID assigned to the cardholder. Upon receipt, the cardholder should activate and establish the card's PIN by calling the number or visiting the website included on the activation sticker placed on the front of the card. The cardholder will be required to provide his/her verification identifier to activate their card and follow the prompts to set up a PIN for Chip and Pin use. If the activation sticker is not present or the cardholder needs to change an existing PIN, the cardholder may call the number on the back of the card and follow the prompts to activate it or change the PIN. The cardholder should not share his/her verification identifier or PIN.

Section 6.0: Instructions for Use

6.1 General Instructions

The P-Card is a preferred method of payment for certain designated transactions or dollar amounts. All applicable laws, rules and regulations, P-Card Policies and Procedures, and other governing instruments must be followed, regardless of the method of payment.

State Agencies should refer to the State Purchasing Policies & Procedures Handbook at <http://www.state.wv.us/admin/purchase/default.html> where applicable; and the State Travel Policy at <http://www.state.wv.us/admin/purchase/travel/policy.html>, except where otherwise exempted by statute or rule. Higher Education institutions should refer to their purchasing policies & procedures and travel rules and policies. Any questions concerning purchasing or travel rules, policies, or procedures should be referred to the Spending Unit's Purchasing Department or Travel Coordinator.

The P-Card may be used to make payments for goods, services, and travel that are not prohibited by P-Card Policies and Procedures. Personal charges are prohibited.

Any returned goods should be credited to the P-Card. Debit cards, gift cards or cash are not an acceptable method of receiving refunds for returned goods. Any deviation from this policy must be reported to the State Auditor's Office P-Card Division.

6.2 Transaction Limit

Individual transaction limits and credit limits are determined by each Spending Unit P-Card Coordinator upon approval by the State Auditor's Office P-Card Division. It is a violation of policy to manipulate the ordering, billing, or payment process in order to circumvent established cardholder limits.

6.3 Business - Related Travel

Except where otherwise exempted by statute or rule, Spending Units must use the P-Card for all authorized business related travel expenses whenever the card is accepted. The Spending Unit's internal controls and accounting procedures for travel should be documented. These controls will be configured in the wvOASIS Travel & Expense Management System, which is required for reconciliation of all business related travel expenses including those charged to an individually assigned P-Card.

If P-Cards are to be used solely for travel purposes, the appropriate "travel only" MCC group must be designated on the PCC document.

Purchasing card authorized travel expenses include, but are not limited to the following:

- registration fee payments
- airline ticket payments
- vehicle rental payments (commercial or state-owned)
- fuel for rental vehicles (commercial or state-owned)
- other transportation tickets
- hotel folio payments including business-related costs such as business phone charges and business internet access

Except for approved Athletic, Student and Academic team related expenses, p-card authorized travel expenses shall not include food expenses or any personal expenses on hotel folios such as room service or movie expenses. Proper documentation must be provided for any billing (i.e., hotel folios) relating to multiple travelers.

Approved Athletic, Student and Academic team-related expenses must adhere to all applicable laws, rules and regulations, P-Card policies and procedures, travel policies, and other governing instruments.

Purchasing Card Policies and Procedures do not supersede applicable agency travel regulations. The Spending Unit's receipt requirements for those business-related travel expenses paid using the P-Card shall remain consistent with the Spending Unit's applicable travel policy. For those Spending Units that have current authorization to utilize the P-Card for travel purposes, and are not utilizing the wvOASIS Travel & Expense management system; copies of P-Card travel receipts should be attached to the travel settlement form and referenced as a direct-billed item.

6.4 Usage Restrictions

Except where otherwise exempted by statute, rule, or waiver from the State Auditor's Office P-Card Division, the P-Card may not be used to obtain cash, cash credits, or cash advances. The P-Card may be used for the purchase of gift cards, where authorized by applicable law, rules and regulations, or other governing instrument, only upon prior approval of the transaction by the State Auditor's Office P-Card Division. Gift card purchases are not to be made until after prior approval has been received. The name (and signature if possible) of the recipient is to be documented.

6.5 Tax Reportable Transactions

The majority of payments made with a credit card or payment card and certain other types of payment, including third party network transactions, must now be reported by the vendor's payment settlement entity and are not subject to reporting by the State. Please refer to Administrative Policy Statement Number 35 for a listing of transaction types that are exceptions and/or are otherwise prohibited from payment with the P-Card.

6.6 Ordering

Payments may be made with the P-Card by phone, fax, mail, secured internet site, or in person.

Payments may be made through 3rd Party Payment Processors such as PayPal, Amazon Marketplace, etc. only upon prior approval by the State Auditor's Office P-Card Division. When paying by telephone, fax, mail, or internet, the vendor should be provided with a complete shipping address.

Shipping and handling charges must be included in the stated price and the total charge may not exceed the cardholder's assigned transaction limit.

When placing the order, the vendor should be instructed to provide an itemized invoice or receipt. The vendor may not charge the account until the merchandise has been shipped.

6.7 Tax Exempt Status

The State of West Virginia is tax exempt and should not pay tax to in-state vendors. Cardholders should remind vendors that the State of West Virginia is tax exempt before initiating a transaction. The words "Tax Exempt" and the Spending Unit's tax identification number are printed on the P-Card. The cardholder is required to provide the vendor with a copy of the Spending Unit's tax-exempt certificate.

Pursuant to our bank contract (*Appendix J Billing Disputes Guide*), we may not dispute sales tax or shipping and handling charges. It is the cardholder's responsibility to ensure charge accuracy. Sales tax or shipping charges should be addressed immediately with the vendor by the cardholder.

6.8 Hospitality

Hospitality expenses may be paid using the P-Card. Specific documentation requirements exist for hospitality expenditures and that documentation must remain consistent regardless of the method of payment. In addition to other documentation requirements, each hospitality event/function must be supported by an itemized receipt/invoice and a list (by first and last name) of function attendees. Any hospitality documentation must be available to the State Auditor's Office P-Card Division for inspection.

6.9 Convenience Fees and Surcharges/Checkout Fees

Convenience fees and Surcharges or Checkout fees may be paid by the P-Card at the discretion of the Spending Unit. It is the responsibility of the cardholder and Spending Unit Coordinator to determine if these charges are acceptable to the Spending Unit and in compliance with the card brand's regulations. Any questions or suspected misapplication of these fees by a vendor should be reported to the State Auditor's Office P-Card Division for further investigation.

Convenience fees are charges levied for the privilege of paying for a product or service using an alternative payment channel, or a payment method that is not standard for the merchant. For example; a movie theater that sells tickets primarily face-to-face may charge a convenience fee for the online purchase of tickets with a credit card. The fee is assessed for the convenience of allowing the purchase of tickets online rather than face-to-face since the normal payment channel is a face-to-face card swipe transaction

According to Visa, In the U.S. Region, except as specified otherwise for Tax Payment Transactions in "Tax Payment Program Fee Requirements - U.S. Region," a Merchant that charges a Convenience Fee must ensure that the fee is:

- Charged for a bona fide convenience in the form of an alternative payment channel outside the Merchant's customary payment channels
- Disclosed to the Cardholder as a charge for the alternative payment channel convenience
- Added only to a non-face-to-face Transaction. The requirement for an alternate payment channel means that Mail/Telephone Order and Electronic Commerce Merchants whose payment channels are exclusively non-face-to-face may not impose a Convenience Fee.
- A flat or fixed amount, regardless of the value of the payment due
- Applicable to all forms of payment accepted in the alternative payment channel

- Disclosed before the completion of the Transaction and the Cardholder is given the opportunity to cancel
- Included as a part of the total amount of the Transaction

A payment card surcharge, also known as a checkout fee, is an additional fee that a merchant adds to a consumer's bill when he or she uses a credit card for payment.

Beginning January 27, 2013, approved merchants could begin assessing a surcharge for credit card transactions. According to Visa, certain requirements must be met and complied with when assessing surcharges or checkout fees, which include the following:

- The fee is no greater than the merchant's average discount rate associated with the Visa Credit card product type transactions being surcharged for the preceding one month or 12 months, minus the regulated debit cap established by the Board of the Governors of the Federal Reserve System;
- The fee does not in any event exceed 4% (even in cases where the merchant's average discount rate exceeds 4%).
- If the merchant accepts a competing payment network brand that is as or more expensive to the merchant than Visa, and that competing payment network limits the merchant's ability to surcharge credit cards, the merchant may surcharge Visa Credit cards only in the same way as the merchant would be allowed to surcharge the competing payment network's credit card (or on the terms on which the merchant actually surcharges the competing payment network's credit cards).
- If the merchant accepts a competing payment network brand of credit card that prohibits or effectively prohibits the merchant from surcharging in a particular channel of commerce (i.e. either face-to-face or non-face-to-face), the merchant may not surcharge Visa Credit cards unless it also surcharges the competing payment network's credit cards regardless of the cost of that card to the merchant. The amount of the surcharge on the competing payment network brand must equal at least the lesser of: the cost to accept the competing brand's credit cards or the surcharge imposed on Visa Credit cards.
- In addition, a U.S. merchant who surcharges must provide clear disclosure to the merchant's customers
 - (1) at the point of store entry, or in an online environment on the first page that references credit card brands, that the merchant imposes a surcharge that is not greater than its applicable merchant discount rate for Visa Credit card transactions;
 - (2) at the point of interaction or sale with the customer, of the merchant's surcharging practices (including the amount of any surcharges that the merchant imposes and a statement that the surcharge is being imposed by the merchant), in a manner that does not disparage the brand, network, issuing bank, or the payment card product being used; and
 - (3) of the dollar amount of the surcharge on the transaction receipt provided by the merchant to its customers.

Additional information and updates regarding surcharging/checkout fees can be found at <https://usa.visa.com/support/consumer/surcharge-fees.html>

6.10 Ethics & Vendors

It is unlawful for any vendor doing business with the State of West Virginia to provide a bribe, gratuity or kickback in any amount to a P-Card holder or a Spending Unit. Spending Unit receiving gifts with nominal value may keep such gifts (e.g., candy, fruit baskets, etc.) as long as they are unsolicited and shared and distributed fairly throughout the Spending Unit or the gifts may be donated to charities. Any gift valued in excess of the amount noted in the State's Ethics Act, (West Virginia Code §6B-1-1, et seq.) "The Ethics Act," should be returned to the vendor, if possible, and reported to the State Auditor's Office P-Card Division.

Please check with your Spending Unit to see if it imposes rules of conduct in addition to those established by the Ethics Act. You can view the Ethics Act at <http://www.ethics.wv.gov> or email the Ethics Commission at ethics@wv.gov.

Section 7.0: Transaction Documentation & Reconciliation

Cardholders are responsible for the review, acknowledgement or dispute of all transactions that appear on their P-Card statement. Documentation must be obtained and maintained for each transaction placed on the P-Card and must be available upon request by the State Auditor's Office P-Card Division. Documentation supporting a P-Card purchase or expenditure may include requisitions, purchase orders, itemized receipts, vendor invoices, packing slips, receiving reports, log sheets (manual or electronic review/reconciliation documentation), individual statements, or any other evidential matter required by applicable laws, rules and regulations, P-Card Policies and Procedures, and other governing instruments. Agencies should adopt a "zero tolerance" for missing or inadequate documentation.

The reconciliation process should include a knowledgeable and independent review of documentation, receipts, and transaction reports. Each Spending Unit is required to develop and maintain accounting and internal controls that ensure P-Card usage is consistent with applicable laws, rules and regulations, P-Card Policies and Procedures, and other governing instruments and to develop guidelines for distribution to cardholders. The reconciliation and review processes should be documented including the date performed.

In those cases where it is determined that internal controls are not adequate, the State Auditor's Office P-Card Division has the authority to request improvements and/or place P-Card restrictions on the Spending Unit until such controls are established, documented and implemented.

7.1 Receipts & Receiving Reports

Except where otherwise exempted by statute or rule, an itemized receipt must be obtained for each transaction placed on the P-Card. The receipt must be legible, itemized (reflecting the goods or services purchased), and contain the vendor name, date of purchase and price of items. Receipt documentation may be paper or electronic and shall be retained by the Spending Unit. A receipt description, which only states "Miscellaneous", or "Merchandise", or only includes a vendor's stock or item number, is not acceptable. In the event that an acceptable form of receipt is not available, the cardholder shall create, either in paper or electronic form, an itemized list which satisfies the requirements set forth in this subsection. The cardholder and direct supervisor or coordinator's signatures, physical or electronic, are required as well as the date the goods were received, along with whatever receipt is available.

State Auditor's Legislative Rule 155 CSR 1, §155-1-5 requires "receiving reports" be filed with the State Auditor's Office for all commodities purchased for the State. P-Card "receiving reports" include: successful completion of the transaction's Receipt Date and Receiver fields on the PRCUU table by the cardholder or authorized receiver, *wvOASIS* receiving documents (RCdoc), itemized receipts, packing slips or other forms approved by the State Auditor's Office P-Card Division and shall be maintained by the Spending Unit and available for review upon request by the State Auditor's Office P-Card Division. The person receiving the goods shall either complete the RCdoc, update the Receipt date and Receiver fields on the PRCUU table for the transaction, or sign the packing slip, itemized receipt or P-Card receiving report and state in writing, the date the goods or services were received, if different than the date indicated on the vendor point of sale document. If the person receiving the goods is not the cardholder and he/she completed an RCdoc for the transaction, the individual reconciling the transaction on the PRCUU table must update the Receipt Date field and select the authorized receiver who completed the RCdoc from the Receiver field during the reconciliation process. If the receiver does not update or complete the applicable *wvOASIS* documents, the signed P-Card receiving report must be forwarded to the cardholder for transaction documentation and reconciliation purposes and included as supporting documentation. *Note- when a transaction is made and references a procurement document on the PRCUU table that includes an inventory item; then it is mandatory to process an RCdoc in *wvOASIS* to update the inventory tables.

Unless authorized by the State Auditor's Office P-Card Division, all supporting documentation must be attached to every transaction within *wvOASIS*.

7.2 Transaction Statements, Reconciliation & Disputed Items

All Spending Units will receive electronic (or paper) statements. The statement closing date is the 3rd day of every month. Each cardholder is responsible for ensuring that his or her statement is reconciled every month. The Spending Unit P-Card coordinator or chief financial officer is responsible for ensuring the reconciliation of the master account(s) within *wvOASIS*. Cardholders must review all transactions to ensure that they are legitimate, for official State business, and that all required documentation is included. Unless approved by the State Auditor's Office P-Card Division, the reconciliation process must be documented and completed within *wvOASIS*. For those Spending Units whose cardholders are not *wvOASIS* users and their documented internal controls and accounting procedures reflect physical signatures and support documentation in their reconciliation

process; the supporting documentation must be attached to the corresponding transaction within wvOASIS.

Individual statements are available online at www.citimanager.com. Individual and master statements must be examined carefully for billing errors, debits due to erroneous billing, or credits made to correct a previously disputed item.

Disputed items may result from failure to receive goods or services, unauthorized transactions, defective merchandise, returned merchandise, incorrect amounts being charged, duplicate charges, credits not yet received, canceled transactions or items not as described and attempted to be returned to the merchant. Transactions that appear fraudulent should be reported to the financial institution and the State Auditor's Office P-Card Division immediately. If transactions that are unauthorized by the cardholder are charged to his/her account, the cardholder should call the number on the back of the card and follow the steps required by Citi in order to receive credit for the unauthorized transaction(s). The cardholder or proxy must also update the reconciliation status for the transaction(s) on the PRCUU and/or PRCUT table to "Unauthorized Use" and attach the supporting documentation that was required by Citi. When the credit is received, the reconciliation status should be set to "Unauthorized Use." Also, the original transaction should be referenced in the comments field under the Commodity Line>General Information section. Any subsequent supporting documentation received from Citi should be attached to the original transaction on the PRCUT table. All other items should be disputed on the cardholder dispute form.

Pursuant to our contract with Citi (*Appendix J Billing Disputes Guide*), we may not dispute sales tax or shipping and handling charges. It is the cardholder's responsibility to ensure charge accuracy. Sales tax or shipping charges should be addressed immediately with the vendor by the cardholder.

The first step in the dispute process is for the cardholder to contact the vendor and attempt to resolve the problem. If the vendor is unwilling to credit the charge, the cardholder must provide documentation that the vendor was contacted and unwilling to credit the charge. A dispute form should be filed with the State Auditor's Office P-Card Division within 60 days from the statement date that contains the disputed item. A copy of the statement the disputed charge appears on and any other supporting documentation for the disputed transaction MUST be attached to ALL dispute forms. These forms are to be faxed to the State Auditor's Office P-Card Division at 304-340-5083. Do NOT fax forms directly to the bank. The coordinator must ensure all required dispute documentation is attached to the corresponding transaction in wvOASIS or maintain documentation in a centralized location concerning the resolution of each disputed transaction submitted where the Spending Unit has been authorized to store supporting documentation outside of wvOASIS. The Spending Unit must pay the statement amount pending resolution of the dispute.

All disputed transactions must be identified as such within wvOASIS. Either the cardholder or proxy must change the Reconciliation Status field to "Disputed." Also, the Dispute Reason Code and Dispute Reason Description should reflect the same dispute reason identified on the dispute form. Upon resolution, the Reconciliation Status field must be changed to "Dispute Resolved," all additional supporting documentation related to the resolution of the disputed transaction uploaded as an attachment, and the Comments field utilized to clearly explain the resolution. If a credit transaction is received pursuant to a disputed transaction, the reconciliation status should be set to "Dispute

Resolved," and the original transaction should be referenced in the comments field under the Commodity Line>General Information section.

If a cardholder consistently has problems with a particular vendor, a P-Card Vendor Complaint Form should be submitted to the State Auditor's Office P-Card Division. The State Auditor's Office P-Card Division will work with the Spending Unit and the vendor to seek a resolution.

7.3 Reconciliation Software

Unless authorized by the State Auditor's Office P-Card Division, reconciliation of P-Card transactions must be completed within wvOASIS.

7.4 Record Retention

For P-Card program evaluation and inspection purposes, Spending Units must keep all active cardholder documentation relating to the State Auditor's Office P-Card Program (cardholder applications, agreements, maintenance forms and training certificates).

All documentation must be kept for a minimum of two (2) years from the end of the fiscal year in which the last transaction was completed and/or a program evaluation has been completed by the State Auditor's Office P-Card Division. These records must be available to the State Auditor's Office P-Card Division upon request. The P-Card Division takes no position regarding the appropriate records retention period or records destruction schedule for any specific agency. The P-Card Division does recommend that agencies consult with legal counsel prior to the destruction of any document.

This rule does not supersede the record retention policy of the Spending Unit or other state or federal retention policies or record retention policies otherwise provided for herein.

7.5 Imaging

Images of supporting documentation attached to transactions within wvOASIS will be considered original documentation by the State Auditor's Office and hard copies of the attachments are not required to be kept. It is the Spending Unit's responsibility to ensure all imaged documents are complete and legible before destroying any hard copy.

This rule does not supersede the documentation requirements of the Spending Unit, other state, federal, or applicable governing bodies.

Section 8.0: P-Card Maintenance

8.1 Maintenance Requests

All maintenance requests must be submitted utilizing a PCC document within wvOASIS. Account maintenance performed at the discretion of the State Auditor's Office P-Card Operation's Division will

be reflected on the daily cardholder change report, which is available to all head Spending Unit coordinator's and/or their designee(s).

8.2 P-Card Cancellation

P-Cards must be cancelled immediately upon termination of or separation from employment. The Spending Unit coordinator is responsible for ensuring that the P-Card is destroyed and that a PCC document is completed and submitted through wvOASIS to the State Auditor's Office P-Card Division.

8.3 Lost or Stolen Cards

Immediately report lost or stolen P-Cards to the financial institution and the Spending Unit P-Card coordinator within 24 hours to limit cardholder liability.

To report a lost or stolen P-Card, call 1-800-790-7206 or 1-800-VISA911.

A PCC document is not required for lost or stolen cards. However, the Spending Unit Coordinator must promptly notify the State Auditor's Office P-Card Division the account has been reported lost or stolen to Citi or Visa. The coordinator is also responsible for ensuring the lost or stolen card "Status" and "PCard Inactive Reason" fields have been updated on the PRCUI table the next business day to reflect an "Inactive" account. The PCard Inactive Reason for lost or stolen accounts is typically F1. If these have not been updated, the coordinator should contact the P-Card Operations section.

Section 9.0: Fraud, Misuse & Abuse

West Virginia Code, §12-3-10b, states:

"It is unlawful for any person to use a state P-Card, issued in accordance with the provisions of section ten-a of this article, to make any purchase of goods or services in a manner which is contrary to the provisions of section ten-a of this article or the rules promulgated pursuant to that section. Any person who violates the provisions of this section is guilty of a felony and, upon conviction thereof, shall be confined in the penitentiary not less than one nor more than five years, or fined no more than five thousand dollars, or both fined and imprisoned."

Failure to comply with P-Card Policies and Procedures, rules, and law associated with the State P-Card Program may result in revocation or limitation of P-Card privileges, a period of probation, or mandatory P-Card training in addition to any other discipline deemed necessary or appropriate by the Spending Unit.

Instances of unlawful use, possible fraud, misappropriation, or mismanagement with the P-Card shall be reported immediately to the CFO of the Spending Unit. The CFO shall report all aforementioned instances to the Deputy State Auditor/Executive Director of the State Auditor's Office P-Card Division within 24 hours of his or her discovery. Internal P-Card investigations do not supersede this

requirement and are only to be conducted upon approval by the Deputy State Auditor/Executive Director of the State Auditor's Office P-Card Division.

The P-Card is a privilege not a right and disciplinary action may be taken for fraud, misuse or abuse of the P-Card.

9.1 Fraud

Fraud is a deception deliberately practiced in order to secure unfair or unlawful gain. For example, fraud occurs when the cardholder's account information has been intentionally utilized for personal gain. Intentional use of the P-Card to make purchases for personal use or non-state business is fraudulent and is prohibited.

Individuals using the P-Card to knowingly pay for items intended for personal use will be subject to disciplinary action up to and including termination and prosecution under state law, and may be subject to civil action by the credit card company for personal liability.

9.2 Misuse & Abuse

Misuse/Abuse is the improper, unlawful or incorrect use, compromise or misapplication of the P-Card. Examples include:

- Failure to maintain security protecting your P-Card
- Paying for items in which the P-Card is not authorized for payment
- Purchase of authorized goods or services, at terms (e.g. price, quantity) that are excessive

9.3 Failure to Follow P-Card Policies and Procedures

Individuals or Spending Units failing to properly follow the P-Card Policies and Procedures, rules, and laws associated with the State P-Card Program will be subject to disciplinary action as referenced in this section.

The State Auditor's Office may limit and revoke P-Card privileges, institute a period of probation or require a mandated training for any Spending Unit or subdivision of a Spending Unit if that Spending Unit is found to have violated State P-Card policies and procedures and failed to take corrective action.

Spending Units in which P-Card privileges have been suspended will be eligible for assessment of a special penalty fee double the amount of the current penalty fee and will incur the increased costs of conventional payment processing. Spending Units may also be assessed a penalty fee of two (2) dollars for any purchase submitted for payment to the State Auditor's Office through the conventional payment process that could have been paid using the P-Card.

Section 10.0: Program Evaluations

10.1 Monitoring and Examinations Performed by State Auditor's Office P-Card Division

Program evaluations and other examinations of the agency's P-Card programs, as well as monitoring of P-Card transactions, will be conducted by the State Auditor's Office P-Card Division to determine compliance with all P-Card Policies and Procedures. All transaction receipts, reconciliation documentation, and related support documentation must be provided to the State Auditor's Office P-Card Division upon request.

Failure to provide all required documentation may result in the cancellation or restriction of a Spending Unit's P-Card privileges. After the program evaluation/examination is completed, the State Auditor's Office P-Card Division will present a report to the Spending Unit's agency head, chief financial officer, and cabinet secretary (if applicable). A courtesy copy will also be provided to any agency with applicable oversight responsibility.

The Spending Unit will be granted the opportunity to respond to the program evaluation issues. The final program evaluation (management) report will consist of issues for management consideration as well as the written responses provided by the Spending Unit.

10.2 Spending Unit Reviews

Spending Units are encouraged to conduct random reviews of transactions within their programs. Various reports are available through the electronic reconciliation software products. Coordinators should be knowledgeable of the types of transactions appropriate for cardholders within their area of responsibility and review, and have the authority to request documentation for any transaction appearing on a cardholder's account.

Instances of unlawful use, possible fraud, misappropriation, or mismanagement with the P-Card shall be reported immediately to the CFO of the Spending Unit. The CFO shall report all aforementioned instances to the Deputy State Auditor/Executive Director of the State Auditor's Office P-Card Division within 24 hours of his or her discovery in a format approved by the State Auditor's Office P-Card Division.

10.3 Corrective Training

Training will be conducted as needed after the completion of program evaluations. This training will focus on issues addressed in the management report, and, will advise agency management on the proper use of the P-Card.

Section 11.0: Emergency P-Cards

11.1 West Virginia State Agencies and Institutions of Higher Education

11.1.1 Authorization of P-Cards for Emergency Use

P-Cards will be authorized for use by emergency management or response personnel. P-Cards may be utilized for payment when an emergency, public necessity, rescue, relief or disaster is declared by a Board of Public Works member or his or her designee, or the President of an Institution of Higher Education or his or her designee and approved by the chancellor and will only remain activated throughout the declared emergency for such purchases as may be required. State Agencies should refer to the State Purchasing Policies & Procedures Handbook at <http://www.state.wv.us/admin/purchase/default.html>. Higher Education Institutions should refer to their emergency purchasing policies & procedures. Any questions concerning emergency purchasing rules, policies, or procedures should be referred to the Spending Unit Purchasing Department.

Agencies that may be called upon to respond in these situations must contact the State Auditor's Office P-Card Division to establish an implementation plan for emergency P-Card use as well as for emergency contact information for individuals involved.

11.1.2 Emergency P-Card Activation

Upon declaration of an emergency, [public necessity, rescue, relief or disaster,] the P-Card Coordinator or his or her emergency designee for the authorized emergency management or response personnel shall contact the State Auditor's Office P-Card Division to request use of the P-Card for emergency purposes or, where applicable, to request activation of the card. The P-Card coordinator or emergency designee shall, when deemed necessary, request increases in the credit limit to meet the requirements of the emergency. Within five (5) business days of an emergency, the written confirmation of the declaration of emergency shall be sent to the State Auditor's Office P-Card Division, as well as a list of authorized emergency management and response personnel responding to the specific situation. An emergency terminates thirty (30) days from the date of proclamation, unless previously extended or terminated by written proclamation by the initiating member, the president with approval by the chancellor, or the passage by the legislature of a concurrent resolution terminating such emergency, [public necessity, rescue, relief or disaster.]

11.1.3 Payment of Invoices

The P-Card account must be paid in full at the end of each billing cycle. The authorized emergency management or response personnel shall have additional thirty (30) days after the termination of the emergency to pay invoices for goods and services rendered during the emergency, [public necessity, rescue, relief or disaster,] as approved by the State Auditor's Office P-Card Division. Except as otherwise provided by statute or rule, the P-Card policies and procedures shall be followed for all emergency purchases.

11.1.4 Accounts

Each State Agency or institution of Higher Education may be issued a separate master account for emergency purchases.

11.1.5 Emergency P-Card Program Evaluations

A program evaluation will be performed by the State Auditor's Office P-Card Division of all P-Card transactions relating to a declared emergency, [public necessity, rescue, relief or disaster.]

11.2 West Virginia National Guard

11.2.1 Issuance of Emergency P-Cards

The Adjutant General will issue Emergency P-Cards to selected members of the West Virginia Army and Air National Guard called to Active Duty by the Governor for state emergencies such as floods, snow storms, fires or any other disaster so ordered.

11.2.2 Policies

AGD MEMORANDUM Number 01-01, revised June 15, 2006, contains the policies and procedures for the use of the West Virginia Emergency P-Card by members of the West Virginia National Guard. In addition to this memorandum, the State P-Card Policies and Procedures Manual will be followed by The Adjutant General.

Section 12 – Definitions:

Athletic, Student and Academic Team-Related Expenses - Expenses generated by a team-related activity which may include student travel, necessary team-related medical or drug testing or treatment, food, or hospitality expenses paid for by a designated, authorized employee at an institution of Higher Education.

Auditor's Office - West Virginia State Auditor's Office.

Cardholder - Individual responsible for and named on the P-Card.

Cardholder Account Number - The individual account number assigned to each State of West Virginia payment account.

Cardholder Agreement Form – An electronic form within the P-Card Training program signed by the cardholder that acknowledges that the cardholder has had adequate training, understands the *P-Card Policies and Procedures*, and accepts responsibility for compliance with all policies and procedures.

Cardholder Application - A PCC document that initiates the P-Card issuance process.

Chief Financial Officer - The individual responsible for oversight of the financial activity within a Spending Unit.

Collusion - A secret agreement between two or more parties for fraudulent, illegal, or deceitful purposes.

Disputed Item – Transactions from merchants who are unwilling to issue credits that result from failure to receive goods or services, unauthorized transactions, defective merchandise, returned merchandise, incorrect amounts being charged, duplicate charges, credits not yet received, canceled transactions or items not as described and attempted to be returned to the merchant.

Electronic Signature – An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. (See WV Code 39A-1-2(8)).

Emergency Management or Response Personnel - All persons acting under color of authority of state law engaged in rescue efforts, emergency or disaster relief recovery or coordination of emergency services, and are identified as such by a Board of Public Works member.

Fraud – Any transaction, intentionally made, that was not authorized by the cardholder

General Emergency - The occurrence or imminent threat of widespread or severe damage, injury or loss of life such that a state of emergency is declared by the Governor or the Legislature pursuant to West Virginia Code §15-5-6.

Goods - Materials, supplies, commodities, equipment, and any other articles or items used by or furnished to a Spending Unit.

Higher Education Emergency - The occurrence or imminent threat of substantial damage or risk to health or safety at an institution of Higher Education such that a state of emergency is declared by the president of the institution and approved by the chancellor pursuant to West Virginia Code §18B-5-9. Emergencies may include, but are not limited to, partial or total destruction of a campus facility; loss of a critical component of utility infrastructure; heating, ventilation or air condition failure in an essential academic building; loss of a campus road, parking lot or campus entrance; or a local, regional, or national emergency situation that has a direct impact on the campus.

Hospitality - Food, nonalcoholic beverages, and related expenses for the reception of guests by a Spending Unit for a specific event or function relating to conducting State business.

Individual Statement - A listing of transactions available monthly to the cardholder indicating all activity on an individual P-Card.

Master Billing Account Number - The master account number assigned to each Spending Unit for billing purposes.

Master Statement - A list of transactions available monthly to the Spending Unit coordinator indicating all activity on each individual P-Card that rolls up to that Spending Unit's master account number.

Official State Use - Payments made by a cardholder on behalf of the State as permitted by law and P-Card policies and procedures.

P-Card Coordinator - The individual designated by each Spending Unit to administer the P-Card Program within the Spending Unit.

P-Card Delegation - The practice of allowing an individual other than the cardholder whose name appears on the front of the P-Card to have access to the P-Card or P-Card number to initiate or complete a transaction.

P-Card Provider - The financial institution providing P-Card services to the State of West Virginia.

Program Administrator – The Deputy State Auditor/Executive Director of the State P-Card Program in the State Auditor's Office P-Card Division.

Public Necessity, Rescue Relief or Disaster – The occurrence or imminent threat of harm or damage to a significant resource area.

Purchasing Card (P-Card) - A payment account issued in the name of an individual employee of the State of West Virginia for official state use.

Receipt - An itemized document indicating the vendor, the price per item, and the total amount charged in a transaction.

Reporting Hierarchy - The description assigned to each level within the organizational hierarchy that defines the Cardholder's or Coordinator's relationship within the Spending Unit's reporting and/or review structure.

Spending Unit – Department, agency, or institution of state government.

Spending Unit Contract - A legal and binding instrument between the state Spending Unit and a vendor to provide goods or services.

Transaction –The payment for goods and services and other items as set forth in 155 CSR 7.2.

Transaction Limit - The maximum dollar amount permitted in any single transaction.

Travel Expenses - An employee's individual expenses generated while engaged in job related activities away from the employee's regular place of employment. Travel expenses include, but are not limited to the following: registration fee payments, airline ticket payments, vehicle rental payments, other transportation tickets, hotel folio payments including business-related costs such as

business phone charges and business internet access. Travel expenses shall not include any personal expenses on hotel folios such as room service, movie expenses, or food expenses.

Vendor - The supplier of goods or services to the State of West Virginia.

Section 13: Forms-Hyperlinks to Forms

[WV-49](#)

[Administrative Policy Statement Number 35](#)

[Hospitality Documentation Event Information Form](#)

[P-Card Dispute Form](#)

[P-Card Vendor Complaint Form](#)

[Sample P-Card Travel Settlement Summary Form](#)

[Tax Exemption Certificate](#)

[Unauthorized Card Use Affidavit](#)

[3rd Party Payment Processor Waiver](#)

WVFIMS Object Code	wv OASIS Object Code	1099 Reportable Object	1099 Form Type	wv OASIS Object Code Name	wvOASIS Object Code Definition
035	3224	Y	1099-MISC	ADVERTISING & PROMOTIONAL	Newspaper ads for legal public notice requirements, procurement bids, radio and television spots, special sponsorships, publicity advertising to include pamphlets, road maps, event/booth fees, and bill boards. Expenditure by the Governor's Office, West Virginia Development Office, Lottery, Tourism and Division of Natural Resources - Parks for food, nonalcoholic beverages, and related expenses for the entertainment of guests and authorized employees in surroundings conducive to business discussions for the purpose of economic development. These expenses must not be incurred for personal or social purposes, nor merely reciprocal in nature. Expenditures by any spending agency for display booths and promotional items at trade shows, travel shows, fairs, and similar events must follow guidelines as issued by Division of Purchasing, Department of Administration. (Marketing Services to procure advertising should be paid under Object Codes 3206, 3207, 3208, 3209, 3210.)
036	3225	Y	1099-MISC	VEHICLE OPERATING EXP	For vehicle operating expenses, including helicopter and fixed wing aircraft. Oil, grease, car washes, minor maintenance repairs such as headlight replacement, tire repair, wheel alignment, windshield wipers, etc.
037	3226	N		SUPPLIES-RESEARCH	Research: Material primarily used for a laboratory environment, e.g., beakers, test tubes, blood slides, lab mice, chemicals, etc., Educational: Material primarily used for, but not limited to classroom instruction, pencils, papers, erasers. Included in this object code are interlibrary charges and student reimbursement for PDA's for 3rd/4th year students for Higher Education. Medical: Personal hygiene/care products for patients, clients, and/or inmates and medications. Note: Bills for physicians are not included in this object code. (See Object Code 3293.)
037	3227	N		SUPPLIES-EDUCATIONAL	Research: Material primarily used for a laboratory environment, e.g., beakers, test tubes, blood slides, lab mice, chemicals, etc., Educational: Material primarily used for, but not limited to classroom instruction, pencils, papers, erasers. Included in this object code are interlibrary charges and student reimbursement for PDA's for 3rd/4th year students for Higher Education. Medical: Personal hygiene/care products for patients, clients, and/or inmates and medications. Note: Bills for physicians are not included in this object code. (See Object Code 3293.)
037	3228	N		SUPPLIES-MEDICAL	Research: Material primarily used for a laboratory environment, e.g., beakers, test tubes, blood slides, lab mice, chemicals, etc., Educational: Material primarily used for, but not limited to classroom instruction, pencils, papers, erasers. Included in this object code are interlibrary charges and student reimbursement for PDA's for 3rd/4th year students for Higher Education. Medical: Personal hygiene/care products for patients, clients, and/or inmates and medications. Note: Bills for physicians are not included in this object code. (See Object Code 3293.)
038	3229	Y	1099-MISC	ROUTINE MAINT CONTRACTS	Charges for routine maintenance contracts/warranties for office equipment/machinery, elevators, heating, air conditioning, aircraft (i.e., fixed wing and helicopter) and communications equipment.
039	3230	N		MANUFACTURING SUPPLIES	Material and supplies used in the manufacture of a finished product, such as material used in making paint, clothing, license plates and furniture.
040	3231	N		RESALE GOODS	Those items purchased for the purpose of resale (e.g., food, candy, souvenirs, etc.) in places such as student unions, state parks, book stores, college cafeterias; computer paper at IS&C; supplies purchased by Prison Industries. Food handler card related to preparing food for sale to customers. Can include incidental costs related to obtaining merchandise, such as shipping, storage, etc.
041	3232	N		CELLULAR CHARGES	Monthly charges for the following services: Cell phones, pagers, Blackberries, cellular modems, PDA's with cellular connectivity or any other device connected via a wireless connection where there is a monthly service charge assessed.
042	3233	Y	1099-MISC	HOSPITALITY	Hospitality expenses include food, nonalcoholic beverages, facility rental, entertainment and other expenses relating to <u>conducting state business</u> . A Request for Hospitality Form TMO3 must accompany the invoice regardless of the amount. Includes snacks/refreshments served during training classes.
043	3234	Y	1099-MISC	EDUC TRAINING (STIPENDS)	Fixed sums paid regularly to an employee of a state agency or an outside participant (under contract) attending school. The allowance is for reimbursement of expenses in performance of work outside the scope of normal job duties and employment contracts and may be paid to faculty or students. Payments may also include payments to individuals for participating in medical research study or studies. Stipends are allowed for periodic payments to graduate assistants, dormitory resident assistants and officers of student government associations or similar student organizations.

WALKER 146

of 12

wvOASIS Budget Objects
as of April 2, 2014

*No def for lunch or hospitality
under Chapter 12 of Code*

WVFIMS Object Code	wv OASIS Object Code	1099 Reportable Object	1099 Form Type	wv OASIS Object Code Name	wvOASIS Object Code Definition
Object Codes for Personal Services and Employee Benefits					
001	1200	N		PERS SERV PERM POS(W/ PR DEDUC)	Compensation paid to permanent full-time or part-time employees with payroll deductions, e.g., Federal or State withholding, social security, retirement, etc.
002	1201	Y	1099-MISC	PERS SERV TEMP POS(W/O PR DEDUCT)	Payments to temporary or intermittent employees and individuals serving on commissions or members of a board that are not eligible for state benefits (pension/insurance). These payments may include a set fee for service or a per diem but may not include travel expenses that are reimbursable under an accountable travel plan. Also, includes payments to personnel without payroll deductions, e.g., payments to full-time students, JTPA payments, patient payments, inmate payments, National Guard, and fire suppressions when no payroll deductions have been taken.
003	1202	N		PAYROLL REIMBURSEMENT	Reimbursement to/from another state agency or fund for payroll expenses excluding employee benefits.
New	1203	N		OVERTIME	
New	1204	N		ATTRITION	State Budget Office approval required before budgeting.
004	1206	N		ANNUAL INCREMENT	Annual compensation to an eligible employee as defined in the state code (W.Va. Code §5-5-1). The Annual Increment shall be paid from Appropriation 00100 or from another appropriate appropriation from which salaries are paid, (e.g., Dam Safety, Appropriation 60700; GAAP Project, Appropriation 12500; Litter Control Conservation Officers, Appropriation 56400). Annual increment must always be paid using Object Code 1206.
New	1207	N		NON-CLASSIFIED	Higher Education use only
New	1208	N		FACULTY	Higher Education use only
New	1209	N		CLASSIFIED	Higher Education use only
New	1210	N		GRADUATE ASSISTANTS	Higher Education use only
New	1211	N		ADJUNCT FACILTY	Higher Education use only
New	1212	N		STUDENT LABOR	Higher Education use only
New	1213	N		STIPENDS	Higher Education use only
010	2200	N		PEIA FEES	Fees and charges to those agencies covered by PEIA. (Do not include premiums)
010	2201	N		PERSONNEL FEES	Fees and charges to those agencies covered by the Division of Personnel.
011	2202	N		SOCIAL SECURITY MATCHING	Agency share of federal social security and Medicare taxes (FICA).
012	2203	N		PUBLIC EMPLOYEES INS	Premiums paid to Public Employees Insurance Agency for public employees' and retirees' health insurance. (For the annual 1% Public Employee Insurance Reserve transfer [W.Va. Code §11B-2-15]; see Object Code 3272.)
013	2204	N		OTHER HEALTH INSURANCE	Payments made by PEIA or other state agencies to third party carriers.
014	2205	N		WORKERS COMPENSATION	Workers' Compensation premiums or assessments paid from July 1, 2014, to June 30, 2015, predicated on the rate established by the Insurance Commissioner or workers' compensation provider for each agency. For questions on rates, contact your payroll office, Offices of the Insurance Commissioner, or workers' compensation provider.
015	2206	N		UNEMPLOYMENT COMPENSATION	Premiums or assessments paid to WorkForce WV.
016	2207	N		PENSION AND RETIREMENT	Funds paid to approved retirement plans and/or annuity plans.
160	2208	N		WV OPEB CONTRIBUTION	For employer mandated annual required contributions to fund Other Postemployment Benefits (OPEB) associated with the West Virginia Retiree Health Benefit Trust Fund.
163	2209	N		WV OPEB REMAIN CONTR	For employer remaining annual required contributions (above mandated amount) to fund OPEB associated with the West Virginia Retiree Health Benefit Trust Fund.

WVFIMS Object Code	wv OASIS Object Code	1099 Reportable Object	1099 Form Type	wv OASIS Object Code Name	wvOASIS Object Code Definition
Object Codes for Current Expenses					
020	3200	N		OFFICE EXPENSES	Those supplies normally used in the operation of an office and are primarily considered expendable in nature, e.g., letterhead, copy machine paper, toner, typewriter cartridges, calculator ribbons, staplers, tape dispensers, microfilming supplies, photographic film, magazine subscriptions, books and periodicals, cassette tapes, etc. Storage charges for office file documents.
021	3201	Y	1099-MISC	PRINTING AND BINDING	All types of printing and supplies for printing, duplicating and reproducing, binding of printing, and rebinding of books contracted to commercial printers or State-operated printing shops. Use of non-state operated printing shops requires approval by West Virginia Correctional Industries.
022	3202	Y	1099-MISC	RENT EXP (REAL PROP) BLDG	Rental or lease of real estate, buildings, office space, meeting rooms and parking spaces. Lease or rental agreements covered by this object code must have prior approval by the Real Estate Division, Department of Administration. (Not lease purchase.)
023	3203	N		UTILITIES	Sanitation fees, trash/garbage disposal, fire service, police protection fees, septic tank maintenance, and cable television charges. Also includes late charges/penalties covered by PSC. Exempt from formal, competitive bidding and approval of the Purchasing Division (except for trash hauling and dumpster rental when there is more than one PSC approved hauler in the area. An agency purchase order (WV-88), or Agreement (WV-48), is required for cable service and trash hauling in excess of \$2,500 per year.).
024	3204	N		TELECOMMUNICATIONS	Monthly charges for the following services: office telephones, teleconferencing, long distance charges, data circuits for computers, installations and moving charges, Internet charges, late charges/penalties covered by PSC, line charges for facsimile equipment and telephone pole rental. Hotel internet charges incurred during travel should be charged to Object Codes 3211 and 3212.
025	3206	Y	1099-MISC	CONTRACTURAL SERVICES	Charges for services performed on a continuing basis (weekly, monthly, etc.), e.g., janitorial custodial service, pest control, moving expenses, microfilming service, laundry service, referees at games, slaughtering of meat, photo developing and prints. Also includes food service contracts, such as the student board plan for the residence hall cafeteria, athletic and other event food concessions, operations of the student center cafeteria, feeding student athletes prior to games and at the training table, and feeding residence hall staff during orientation. Also includes services performed on as needed basis, e.g., snow removal, window cleaning, grass mowing, tree trimming, and locksmith services.
025	3207	Y	1099-MISC	PROFESSIONAL SERVICES	Services performed by state agency attorneys, engineers, architects, CPAs, performers, artists, guest speakers and process servers. Expenses incurred by judges and other legal officers in holding court such as court reporters, stenographic services, juror fees, witness fees or any other expense for holding court or preparation for holding court.
025	3208	Y	1099-MISC	CONSULTANTS AND CONSULTING FEES	Fees for service, per diem, and/or honorariums for consultants in accordance with an approved agreement with the spending agency.
025	3209	Y	1099-MISC	SECURITY SERVICE	For bonded security guards or services provided by an outside firm and not an individual on the state payroll.
025	3210	Y	1099-MISC	RESEARCH, EDUCATIONAL, MEDICAL CONTRACTS	Payments made for services provided by a vendor for research or educational reasons, e.g., transportation of bodies and burials for the indigent.
026	3211	N		TRAVEL EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.

WVFIMS Object Code	wv OASIS Object Code	1099 Reportable Object	1099 Form Type	wv OASIS Object Code Name	wvOASIS Object Code Definition
026	3212	Y	1099-MISC	TRAVEL NON EMPLOYEE	Payments for authorized in-state and out-of-state travel expenses for persons who must travel as part of their job function/or position in accordance with the State Travel Regulations as issued by the Travel Management Office, Division of Purchasing, Department of Administration and other approved travel plans. This object code is applicable to state employees, board members, commission members, consultants, contractors, and students, patients, and inmates of state schools, hospitals and institutions. Includes athletic travel, team and associated individual travel, student recruiting expenses, and passports.
027	3213	Y	1099-MISC	COMPUTER SERVICES INTERNAL	Charges for computer services by IS&C, WVNET, State Auditor's Office, legislative computer system, or any other authorized entity for contractual or professional support services for computers and software, programming, website hosting, machine time, transaction fees, maintenance and support for computer hardware, and/or other related computer services. A written agreement (WV-48 or equivalent) is required for professional and contractual services.
027	3214	Y	1099-MISC	COMPUTER SERVICES EXTERNAL	Charges for computer services by IS&C, WVNET, State Auditor's Office, legislative computer system, or any other authorized entity for contractual or professional support services for computers and software, programming, website hosting, machine time, transaction fees, maintenance and support for computer hardware, and/or other related computer services. A written agreement (WV-48 or equivalent) is required for professional and contractual services.
028	3215	N		H/E INT-AG CON AGREE/FEES	Expenses for services received from administratively linked two year/four year institutions of higher education. (For Higher Education use only.)
029	3216	Y	1099-MISC	VEHICLE RENTAL	Auto, aircraft (i.e., fixed wing and helicopter), farm equipment (off road) rental, earth moving, hauling, and DOH emergencies for snow/flood.
030	3217	Y	1099-MISC	RENTAL (MACHINE & MISC)	Rental of data processing equipment, computers, printers, copying machines, word processors, telephones, safe deposit boxes, water cooler, fees for usage/rental of portable comfort stations (i.e., port-a-pot), or any other equipment not owned by the spending agency. Includes rental of specific materials or equipment necessary for the production of a program or exhibit except for Training and Development.
031	3218	N		ASSOC DUES & PROF MEMBERS	Dues for membership in associations that benefit the state or the agency, including payments to governmental or private accrediting agencies for required license/accreditation services for hospitals or educational institutions, require the Department Secretary's or designee's approval. Also for an employee's current professional licensing fee that is necessary (i.e., required) to perform his or her CURRENT job or enable the employee to remain current in the job related field. (Attorney General's Opinion, July 1993.) A written agreement (WV-48 or equivalent) is not required.
032	3219	N		FIRE/AUTO/BOND/ & OTHR IN	All premiums for casualty, liability, vehicle insurance, employee bond and fidelity insurance. Request for payments to outside insurers must be approved by State Board of Risk and Insurance Management.
033	3220	N		FOOD PRODUCTS	For purchase of food and food products from the Department of Agriculture - Land Division or from public vendors if unavailable from Department of Agriculture - Land Division for consumption by residents and/or inmates of state institutions. Includes food handler card and purchase of bottled water.
034	3221	N		SUPPLIES-CLOTHING	Articles of clothing purchased or rented for state employees, inmates and patients, e.g., uniforms, linens, blankets, and material purchased for repair and maintenance of the above. Household supplies include items purchased for cleaning, laundering, detergents, disinfectants, light bulbs, garbage cans, trash bags, etc. Any expenditures for athletic or recreational supplies which are not specifically included in any other object code.
034	3222	N		SUPPLIES- HOUSEHOLD	Articles of clothing purchased or rented for state employees, inmates and patients, e.g., uniforms, linens, blankets, and material purchased for repair and maintenance of the above. Household supplies include items purchased for cleaning, laundering, detergents, disinfectants, light bulbs, garbage cans, trash bags, etc. Any expenditures for athletic or recreational supplies which are not specifically included in any other object code.

WVFIMS Object Code	wv OASIS Object Code	1099 Reportable Object	1099 Form Type	wv OASIS Object Code Name	wvOASIS Object Code Definition
044	3235	N		ENERGY EXP MTR VEH/AIR.	Expenditures for petroleum supplies purchased to operate motor vehicles, equipment, and aircraft for State use. Includes gasoline, natural gas, diesel fuel, aircraft fuel, etc.
045	3236	N		FARM EXPENSE	Expenditures for operation of a farm. Primarily for the purchase of feed, grain, seed, fertilizer, pesticides and veterinary supplies.
046	3237	Y	1099-MISC	SUBSISTENCE	To be used by agencies authorized in W.Va. Code, e.g., West Virginia State Police and Division of Natural Resources. State Code reference must be provided.
047	3238	N		ENERGY EXPENSE UTILITIES	Expenditures for natural gas, electric, fuel oil or any other substance used for heating, cooling, light, or power. Includes charges/penalties covered by Public Service Commission and Department of Environmental Protection for annual emission fees. Exempt from formal, competitive bidding and approval of the Purchasing Division (except for propane gas and coal which must be competitively bid).
048	3239	Y	1099-MISC	DISCHARGE & PAROLE ALLOW	As required by penal institutions.
049	3240	N		INMATE PER DIEM EXPENSES	Disbursements from Division of Corrections to other penal institutions for housing and maintaining inmates.
051	3241	Y	1099-MISC	MISCELLANEOUS	Allowable employee recognition awards, except those paid from personal services and benefits, and those supplies or services which cannot be classified under any other object code. Use Object Code 059 for expenses related to student activities.
052	3242	Y	1099-MISC	TRAINING & DEV - IN STATE	Costs that are associated with training, development, and education, including those materials solely purchased for in-house training (transparencies, films, videos, etc.); rental of training facilities; video conferencing charges related to training and education; any professional consulting services in the conducting of training; and tuition reimbursements for job-related course work and IS&C site training fees. This object code is applicable to State employees, board members, commission members, consultants, contractors, and students, patients, and inmates of State Schools, hospitals, and institutions. See Object Code 042 for refreshments served during training. See Object Codes 3211 and 3212 for travel expenses.
052	3243	Y	1099-MISC	TRAINING & DEV - OUT OF STATE	Costs that are associated with training, development, and education, including those materials solely purchased for in-house training (transparencies, films, videos, etc.); rental of training facilities; video conferencing charges related to training and education; any professional consulting services in the conducting of training; and tuition reimbursements for job-related course work and IS&C site training fees. This object code is applicable to State employees, board members, commission members, consultants, contractors, and students, patients, and inmates of State Schools, hospitals, and institutions. See Object Code 042 for refreshments served during training. See Object Codes 3211 and 3212 for travel expenses.
053	3244	N		POSTAL	Those charges for postage, box rent, postage meter or any charges connected with the United States Postal System or charges by Central Mail.
053	3245	N		FREIGHT	Charges for either shipping or receiving material. This will include courier service charges, motor freight, air freight and other express charges, such as fuel surcharge. United Parcel Service or similar companies charges are to be considered freight charges.
054	3246	N		SUPPLIES-COMPUTER	Lines, cable, connector, packaged computer software and licenses, computer hardware, modem, CD ROM, printers, scanners, computers (includes laptops), monitors, and other computer supplies or equipment (does not include computer publications) for use in the office and classroom. (Less than \$5,000 each.) (More than \$5,000 see Object Codes 5210 and 8203.)
054	3247	N		SOFTWARE LICENSES	Lines, cable, connector, packaged computer software and licenses, computer hardware, modem, CD ROM, printers, scanners, computers (includes laptops), monitors, and other computer supplies or equipment (does not include computer publications) for use in the office and classroom. (Less than \$5,000 each.) (More than \$5,000 see Object Codes 5210 and 8203.)
054	3248	N		COMPUTER EQUIPMENT	Lines, cable, connector, packaged computer software and licenses, computer hardware, modem, CD ROM, printers, scanners, computers (includes laptops), monitors, and other computer supplies or equipment (does not include computer publications) for use in the office and classroom. (Less than \$5,000 each.) (More than \$5,000 see Object Codes 5210 and 8203.)
054	3249	N		OFFICE EQUIPMENT-CURRENT EXPENSES	Lines, cable, connector, packaged computer software and licenses, computer hardware, modem, CD ROM, printers, scanners, computers (includes laptops), monitors, and other computer supplies or equipment (does not include computer publications) for use in the office and classroom. (Less than \$5,000 each.) (More than \$5,000 see Object Codes 5210 and 8203.)

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056	3250	Y	1099-MISC	ATTY LEGAL SERVICE PYMTS	Payments to attorneys who are external to state government for legal services provided (i.e., indigent defense counsel, other defense counsel, legal research, mental hygiene legal services and other related legal services.) Pay using an invoice (I-document).
057	3251	N		ATTY REIMBURSABLE EXPENSE	Payments to attorneys who are external to state government for reimbursable expenses such as telephone, travel, postage, expert witness, court reporters, private investigations or other related expenses. Pay using an invoice (I-document).
058	3252	N		MISC EQUIPMENT PURCHASES	All purchases of equipment with a dollar value of less than \$5,000, except computer-related equipment (see Object Codes 3246, 3247, 3248, and 3249). Includes firearms and medical equipment. Also includes burial vaults, headstones, or markers for Veterans Assistance. Refer to Asset related object codes for purchases over \$5,000.
059	3253	Y	1099-MISC	STUDENT ACTIVITIES	Expenses relating to activities for students, including expenses for student group meetings.
080	3254	N		PAYMENT OF TAXES	Used for the payment of taxes levied on an agency to an authorized collecting agent, such as the payment of personal property tax, motel/hotel tax or other payments of taxes. Taxes collected on behalf of the State, such as Consumers Sales Tax, should be remitted to the appropriate state agency via a revenue transfer adjusting entry.
081	3255	N		PAYMENT OF CLAIMS	Payments of claims and settlement agreements, and other directly related expenditures awarded by the Insurance Commissioner, WorkForce West Virginia, PEIA, CHIP, BRIM, and other state agencies which pay claims and/or settlement agreements. This object code is appropriate for payments to the actual victim of a crime, but not for any expenses paid to others as a result of the crime. Payments to others as a result of a crime should also be processed using the appropriate object code for the original type of payment. Claims awarded through the Court of Claims on behalf of state agencies for items such as, but not limited to, acquisition of land, disbursements to physicians and hospitals for medical services, attorney fees, and payments to a vendor for any other unpaid debt of the state should be processed using the appropriate object code for the original type of payment being made, as if the state agency had processed the payment.
083	3256	N		GRANTS	Disbursement of funds for the payment of grants such as fairs and festivals for the Department of Agriculture and the Division of Culture and History; the payment of agricultural awards, awards for contests, educational scholarships, entitlement grants, financial aid for students, Upward Bound stipends, economic loans or other appropriate authorized expenditure. Agency must have granting authority and may determine the guidelines stating how the grant funds are to be expended.
083	3257	N		AWARDS	Disbursement of funds for the payment of grants such as fairs and festivals for the Department of Agriculture and the Division of Culture and History; the payment of agricultural awards, awards for contests, educational scholarships, entitlement grants, financial aid for students, Upward Bound stipends, economic loans or other appropriate authorized expenditure. Agency must have granting authority and may determine the guidelines stating how the grant funds are to be expended.
083	3258	N		SCHOLARSHIPS	Disbursement of funds for the payment of grants such as fairs and festivals for the Department of Agriculture and the Division of Culture and History; the payment of agricultural awards, awards for contests, educational scholarships, entitlement grants, financial aid for students, Upward Bound stipends, economic loans or other appropriate authorized expenditure. Agency must have granting authority and may determine the guidelines stating how the grant funds are to be expended.
083	3259	N		LOANS	Disbursement of funds for the payment of grants such as fairs and festivals for the Department of Agriculture and the Division of Culture and History; the payment of agricultural awards, awards for contests, educational scholarships, entitlement grants, financial aid for students, Upward Bound stipends, economic loans or other appropriate authorized expenditure. Agency must have granting authority and may determine the guidelines stating how the grant funds are to be expended.

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084	3260	N		CASE SERV (HHR/VOC REHAB)	Payments for a variety of case services to meet and/or maintain the needs of clients, including travel reimbursement to transport clients to receive services, room and board (paid directly to clients), medical supplies for clients which include medications, medical records and other rehabilitation equipment. Also, to support the covered children and adults within the Children and the Family Adult Services Programs, Independent Living, the Family Assistance Programs and the Early Care and Education Programs.
086	3261	N		TAX MAPPING	Disbursements by Department of Revenue, Tax Division for surface and mineral maps.
088	3262	N		BOND SALE COSTS	Those costs incurred by the State spending agency in the sale of bonds (e.g., broker commission, bond counsel, trustee fees, insurance fees and other associated costs related to the sale of the bonds), but shall not include the normal disbursements to retire bonds (see Debt Service Object Codes 3288,3289,3290, and 3291).
089	3263	N		BANK COSTS	For outside state government bank service charges, including credit card processing fees, fees and handling fees. Does NOT include State Treasurer's Office fees (see object code 3324).
090	3264	N		ASSISTANCE PAYMENTS	Disbursements by Division of Human Services to claims recipients, e.g. food stamps, foster care for children, clothing, homeless and T.R.I.P, and other public assistance payments.
093	3265	N		REIMBURSEMENT	Expense to Expense transfers for services provided in accordance with applicable state law and not identified by a specific object code(s). May also include authorized reimbursements to county and/or Local Governments which are not processed as expense to expense transactions.
093	3265	N		REIMBURSEMENT	Expense to Expense transfers for services provided in accordance with applicable state law and not identified by a specific object code(s). May also include authorized reimbursements to county and/or Local Governments which are not processed as expense to expense transactions.
094	3266	N		MISC LAND EXPENSE	Includes moving expenses directly related to land acquisition by the State and minor property damage.
096	3267	Y	1099-INT	OTHER INTEREST AND PENALT	To be used for all interest and penalty payments, including IRS penalty interest and other payroll related interest assessments, e.g., interest on back wage settlements, prompt payment interest, interest payments to U.S. Treasury for audit findings, etc. (Does not include Debt Service interest.)
097	3268	Y	1099-MISC	LOTTERY PRIZES	Payment of lottery prizes.
099	3269	N		NATURAL DISASTER GRANTS	Payments made to victims as a result of a declared natural disaster in West Virginia. These payments only include actual disaster payments made to a claimant and do not include any expenses associated with disaster recovery or unemployment assistance payments.
100	3270	N		FUND TRANSFERS	Transfer of operating funds from one state agency to another not related to any prior expenditure. Transfers from appropriated funds are specifically governed by W.Va. Code §11B-2-17.
101	3271	N		LEGISLATIVE DIRECTED TRSF	Utilized to record Legislative Directed transfers when the recipient is not a state agency. This object code should not be used if there is a direct relationship to any goods or services received by the paying agency or the state.
101	3271	N		LEGISLATIVE DIRECTED TRSF	Utilized to record Legislative Directed transfers when the recipient is not a state agency. This object code should not be used if there is a direct relationship to any goods or services received by the paying agency or the state.
110	3272	N		PEIA RESERVE TRANSFER	Statutory transfer of funds in accordance with W.Va. Code §11B-2-15. The amount of this transfer shall be one percent of the agency's annualized expenditures from state funds, excluding Federal Funds based on filled full-time equivalents as determined by the State Budget Office as of the first day of April for each fiscal year. The only exclusions are Higher Education and its affiliates.
111	3273	N		COUNTIES & MUNICIPALITIES	Remittance to counties and municipalities for statutory distributions.
113	3274	N		PAY OF COAL SEVERANCE TAX	Distribution of coal severance taxes to counties and municipalities.
114	3275	N		INVESTMENTS	Disbursements for investment purposes by the Treasurer's Office.
115	3276	N		MMBRSHP LOANS & RTRMT FND	Disbursements for employees withdrawing from retirement funds.
116	3277	N		PENSION BENEFITS	To be used for those individuals who receive monthly retirement checks and whose retirement benefits have been fully vested.

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117	3278	N		WTHDRWL FROM RTRMT FUNDS	To be used when individuals leave employment before their retirement benefits are vested and disbursements/withdrawals are made from the retirement fund.
118	3279	N		PURCHASE OF BONDS	Disbursements for United States Savings Bond purchases.
119	3280	N		ABCA USE ONLY	Distribution of mini-distillery gross sales collections to market zone retailers. (For ABCA use only.)
123	3281	N		PAYMENTS - NATIONAL GUARD	Payments by the Adjutant General's Office or their designee for quarters and subsistence for National Guard while on active duty when activated by the Governor. (For Adjutant General's Office use only.)
124	3282	N		COST ALLOC ADJ/SETTLEMENT	To be used to allocate expenditures to the proper funds when an agency estimates a "draw down" and later determines actual expenses for a project.
125	3283	N		INDIRECT COST REIMBURSEMT	To be used to appropriately restate and transfer expenses in a fund that is being reimbursed for administrative overhead costs by the federal government.
127	3284	N		TRUSTEE PAYMENTS	Remittance of bond sale proceeds to third party administrators.
128	3285	N		FEDERAL SUBRECIPIENT DISB	Disbursements of federal awards made to subrecipients (do not include other state agencies) to carry out a federal program. The definition of subrecipient is any nonfederal entity, not-for-profit organization, county or municipality that expends federal awards received from a pass-through entity, (i.e., a state agency) to carry out a federal program, but does not include an individual who is a beneficiary of such a program. This object code should be used for federal awards only and is not to be used for processing vendor payments or payments made with state funds.
129	3286	Y	1099-G	TAXABLE GRANTS & SUBSIDIE	Payments for USDA Agricultural subsidies. (See Object Code 3292 for others.)
130	3287	Y	1099-MISC	RECLAM OF NON-STATE PROP	Labor and/or materials to return areas disturbed by industries, businesses or private citizens to environmentally regulated standards. Ownership of the areas does not transfer to the State. (See Object Code 6200 for state-owned property.)
151	3288	N		DEBT SERV (BONDED-PRIN)	Expenditures for principal payments on bonded debt.
152	3289	Y	1099-INT	DEBT SERV (BONDED-INT)	Expenditures for interest payments on bonded debt.
153	3290	N		DEBT SERV (LEASES-PRIN)	Expenditures for principal payments on lease purchases, including capital leases and notes payable. Do not include Operating (Rental) Lease Payments.
154	3291	Y	1099-INT	DEBT SERV (LEASES-INT)	Expenditures for interest on payments on lease purchases, including capital leases and notes payable. Do not include Operating (Rental) Lease Payments.
155	3292	Y	1099-G	TAXABLE GRANTS-SUBSIDIES	Subsidized energy financing or grants for projects designed to conserve or produce energy but only with respect to section 38 property or dwelling unit located in the United States. Also for other taxable grants. For Agriculture, see Object Code 3286.
156	3293	Y	1099-MISC	MEDICAL SERVICE PAYMENTS	Payments for medical care which means the amount paid for the diagnosis, cure, mitigation, treatment or prevention of disease and for treatments affecting any part or function of the body and is primarily, but not limited to, to alleviate or prevent a physical or mental defect or illness and includes the equipment, supplies and diagnostic devices for these purposes. The fees for these services will be paid to doctors (e.g. dentists, surgeons, chiropractors, psychiatrists, psychologists, dietitians, medical examiners, pathologists, practitioners, etc.), also to include, but not limited to, hospital services, ambulance services, qualified long-term care services, nursing services, medical laboratory fees drug testing, acupuncture, treatment facilities for addiction, and veterinarians.
158	3294	N		PREPAID TUITION PAYMENTS	Disbursements to a third party processor or disbursements made directly to an institution of higher education for tuition benefits provided under the state's SMART529 plan. (For Treasurer's Office use only.)
159	3295	Y	1099-MISC	ROYALTIES	Royalties paid by a publisher (state agency) to an author (an individual) or the author's literary agent for the license to use the author's literary works.
161	3296	N		IMPREST FUNDS	For requests of cash to be used on site or deposited into an authorized account established outside the State Treasury for utilization by state agencies for the purpose of making change, to perform authorized investigations or to assist in the enforcement of laws in which information is limited to preserve the details of such investigation. Imprest Funds must have prior approval of the State Treasurer's Office.
162	3297	Y	1099-MISC	DEBT SERVICE-BOND ADM FEE	Expenditures for administrative fee payments on bonded debt.
164	3298	Y	1099-MISC	SUPPLEMENTAL PURSE AWARDS	Moneys awarded to qualifying participants based on purse earnings. (For Racing Commission use only.)

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165	3299	Y	1099-MISC	CRIME SCENE CLEANUP	Where a criminal act necessitates the professional cleaning of the scene and results in direct expenses that qualify for disbursement from the Crime Victims Compensation Fund.
166	3300	N		CRIME SCENE CLEANUP/CLAIM	Where a criminal act necessitates the cleaning of the scene and results in expenses that qualify for reimbursement to the claimant from the Crime Victims Compensation Fund.
167	3301	N		SUP CT PUB CAMPAIGN FINAN	Distribution of public campaign funds to candidates for the Supreme Court of Appeals participating in the public campaign finance process. (Secretary of State/State Election Commission use only.)
168	3302	N		FEDERAL FUNDS TRF BETWEEN STATE AGENCIES	Disbursement of federal awards money made to another state agency to carry out a federal program. Boards of education and higher education research and development corporations are not considered state agencies for this object code. This object code should be used for federal awards only and is not to be used for processing vendor payments or payments made with state funds. (See object code 3285 for disbursements to entities not designated as state agencies.)
New	3303	N		PENSION PLAN PAYMENTS	
New	3304	N		LOSS ON SALE TO INTERAL DEPARTMENTS	For Fixed Assets
New	3305	N		LOAN CANCELLATIONS AND WRITE OFF	Higher Education use only
New	3306	N		AMORTIZATION EXPENSE	Higher Education use only
New	3307	N		FEEES ASSESSED BY COMMISSION FOR INTEREST	Higher Education use only
New	3308	N		FEEES ASSESSED BY COMMISSION FOR OTHER	Higher Education use only
New	3309	N		BAD DEBT EXPENSE	Higher Education use only
New	3310	N		PERKINS PRIN./INT. COST ACCEPTED	Higher Education use only
New	3311	N		PERKINS FEES ACCEPTED	Higher Education use only
New	3312	N		RETIREMENT OF INDEBTEDNESS	Higher Education use only
New	3313	N		CAPITALIZED INTEREST EXPENSE	Higher Education use only
New	3314	N		UNDERWRITER'S DISCOUNT	Higher Education use only
New	3315	N		DISPOSAL OF PLANT FACILITIES	Higher Education use only
New	3316	N		LOSS ON DISPOSAL OF FIXED ASSETS	Higher Education use only
New	3317	N		DEPRECIATION EXPENSE	Higher Education use only
New	3318	N		PROPERTY TAXES	Higher Education use only
New	3319	N		FEEES ASSESSED BY FOR PRINCIPAL	Higher Education use only
New	3320	N		TUITION AND FEES RETAINED BY BOARD	Higher Education use only
New	3320	N		TUITION AND FEES RETAINED BY BOARD	Higher Education use only
New	3321	N		REFUNDS TO GRANTORS	Higher Education use only
New	3322	N		COST OF GOODS SOLD	

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174	3323	N		DISALLOWANCE PAYMENTS	Payments related to an audit or review finding. Does NOT include interest paid on audit findings (see object code 3267).
175	3324	N		STATE TREASURER'S OFFICE FEES	Payments for banking services provided by the State Treasurer's Office including stop payments, returned check fees, and e-Government fees.
New	3325	N		WAIVERS	Higher Education use only
133	8206	Y	1099-MISC	COURT REPORTER FEES	Supreme Court Use Only
134	8207	N		JURY FEES	Supreme Court Use Only
135	8208	Y	1099-MISC	WITNESS FEES	Supreme Court Use Only
136	8209	N		JURY BOARD AND ROOM	Supreme Court Use Only
137	8210	Y	1099-MISC	MENTAL HYGIENE	Supreme Court Use Only
138	8211	Y	1099-MISC	DRUG TESTING	Supreme Court Use Only
139	8212	Y	1099-MISC	MEDICAL/MENTAL	Supreme Court Use Only
140	8213	Y	1099-MISC	PUBLICATION FEES	Supreme Court Use Only
141	8214	N		PRINTING-SUPREME CT CASES	Supreme Court Use Only
146	8215	Y	1099-MISC	OTHER COURT EXPENSES	Supreme Court Use Only
147	8216	Y	1099-MISC	INTERPRETERS FEES	Supreme Court Use Only
Object Codes for Equipment					
070	5200	N		OFFICE EQUIPMENT-ASSETS	Any article that is purchased for use or is to be located within the office and any purchases of equipment used in the field of communications, e.g., desks, bookcases, two-way radios, copiers, printing equipment, etc.; includes vehicular two-way radios and the installation of the radios. (Value greater than \$5,000 for each item.)
070	5201	N		COMMUNICATION EQUIPMENT	Any article that is purchased for use or is to be located within the office and any purchases of equipment used in the field of communications, e.g., desks, bookcases, two-way radios, copiers, printing equipment, etc.; includes vehicular two-way radios and the installation of the radios. (Value greater than \$5,000 for each item.)
071	5202	N		MEDICAL EQUIPMENT	Articles of medical equipment, e.g., x-ray equipment, dental chairs, etc. (Value greater than \$5,000 for each item.)
072	5203	N		RESEARCH AND EDUCATIONAL	Equipment purchased for primary use in school classrooms or labs or in occupational therapy, e.g., sewing machine for teaching or enhancing sewing skills, welding equipment which has a primary function of welding instruction, etc. (Value greater than \$5,000 for each item.)
073	5204	N		HOUSEHOLD EQUIP & FURNG	Equipment purchases for items normally found in the home or the operation of a home, e.g., dorm furniture, drapes, bedding (not linens), carpeting, room air conditioning, etc. (Value greater than \$5,000 for each item.)
074	5205	N		BUILDING EQUIPMENT	Those items that become part of the real estate after installation. Garbage disposals, furnaces, air-conditioning (not room air-conditioners, unless walls are altered for permanent installation). (Value greater than \$5,000 for each item.)
075	5206	N		VEHICLES	Vehicles that are purchased primarily for transportation of people and light hauling, e.g., cars, station wagons, buses, vans, pick-up trucks, trailers. Construction and farm vehicles (tractors) are not classified in this object code. (Value greater than \$5,000 for each item.)
076	5207	N		LIVESTOCK/FARM/ & CONSTR	Purchases of livestock and farm equipment (includes riding mowers and lawn care equipment). Purchases of heavy equipment used in construction, e.g., trucks, graders, dozers, etc. (Value greater than \$5,000 for each item.)
077	5208	N		BOOKS AND PERIODICALS	All books plus periodicals when bound for permanent filing. Films, Internet library access, VCR tapes, CD's and recordings (value greater than \$5,000). This would include a single book purchased with a value of less than \$5,000 if when added to a collection, the total value of the collection would exceed \$5,000 (e.g., State Code books).
078	5209	N		OTHER CAPITAL EQUIPMENT	Any equipment purchases greater than \$5,000 not classified in any other object code.

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170	5210	N		COMPUTER EQUIPMENT	Any computers, laptops, computer hardware, monitor, lines, cable, connector, modem, CD ROM, printers, and other computer equipment (does not include computer publications or software) purchased for use in the office or the classroom. (Value greater than \$5,000 for each item.) Any lease purchase should be charged to Object Code 3290 and/or 3291. (Value less than \$5,000, see Object Codes 3246, 3247, 3248, and 3249.)
Object Codes for Repairs and Alterations					
061	6100	Y	1099-MISC	OFFICE REPAIRS	Labor and/or materials used in the repair of an office machine such as a typewriter, computer, calculator, copying machine, reupholstering a chair, two-way radios (hand or vehicular), telephone repairs, etc.
061	6101	Y	1099-MISC	COMMUNICATION EQUIPMENT REPAIRS	Labor and/or materials used in the repair of an office machine such as a typewriter, computer, calculator, copying machine, reupholstering a chair, two-way radios (hand or vehicular), telephone repairs, etc.
062	6102	Y	1099-MISC	RESRCH/ED & MED EQPT REPA	Labor and/or material used in the repair or maintenance of equipment located in the classroom or laboratories. Also, for repairs or maintenance of any medical equipment.
063	6103	Y	1099-MISC	BLDNG/HSEHLD EQUIP REPAIR	Labor and/or material used in the repair and maintenance of equipment normally located within a repair or machine shop, custodial equipment such as floor polishers, dorm furniture such as a refrigerator, and heating and air-conditioning system repairs.
064	6104	Y	1099-MISC	ROUTINE MAINT OF BLDGS	Labor and/or materials used for maintenance or to make repairs to a building either internally or externally. Includes inspection/certification of fire hydrants, fire extinguishers, fire alarms and automated security systems. Repairs that increase the life or value of the building are to be reported under Object Code 7401 or 7403.
065	6105	Y	1099-MISC	VEHICLE REPAIRS	Repair of vehicles used primarily for individual(s) transportation; autos, vans, buses, station wagons, aircraft (i.e., fixed wing and helicopters). This object code is to be used for repairs considered major repairs as opposed to regular maintenance. (Use Object Code 3225 for regular maintenance.)
066	6106	Y	1099-MISC	ROUTINE MAINT OF GROUNDS	Labor and/or materials for maintenance activities, such as painting fencing, planting annual flowers, stenciling or striping of parking areas, etc. Activities that increase the life or value of the grounds are to be reported under Object Code 6201 or 7403.
067	6107	Y	1099-MISC	FARM & CONSTR EQPT REPAIR	Labor and/or material for repair and maintenance of heavy equipment such as dozers, tractors, end loaders, riding lawn mowers, etc.
068	6108	Y	1099-MISC	OTHER REPAIRS AND ALT	Labor and/or materials for repairs to power tools, hand tools, and miscellaneous small equipment. This object code should be used for repair or maintenance of occupational equipment or athletic equipment and any other repairs and alterations for object codes not classified above (Object Codes 6100, 6101, and 6107).
Object Codes for Land					
144	6200	Y	1099-MISC	RECLAMAT OF STATE OWNED P	Labor and/or materials to return areas disturbed by industries, businesses or private citizens to environmentally regulated standards. Ownership of the areas transfer to the State. (See Object Code 3287 for non-State owned property.)
148	6201	Y	1099-MISC	LAND IMPROVEMENTS	Labor and/or materials for improvements to State-owned grounds only, e.g. paving the approach to the building, landscaping or building demolition. This object code is to be used only for those projects that upgrade value. (See Object Code 7403 for non-State owned property.)
149	6202	Y	1099-S	LAND PURCHASES	Disbursements for the acquisition of land, regardless of value. Charges and fees for title searches and tax stamps are included. Payments for property damage and moving expenses are to be charged to Object Code 3266.
Object Codes for Buildings					
092	7400	Y	1099-MISC	BUILDING CONSTRUCTION	Disbursements for the construction of buildings.
143	7401	Y	1099-MISC	BUILDING IMPROVEMENTS	Labor and/or materials used to alter a State-owned building, either internally or externally, in such a fashion as to improve the overall life or value of the structure when an agency or institution owns the building. (See Object Code 7403 for non-State owned property.)
150	7402	Y	1099-S	BUILDING PURCHASES	Disbursements for the acquisition of buildings.
157	7403	Y	1099-MISC	LEASEHOLD IMPROVEMENTS	Labor and/or materials used to alter a leased building (either internally or externally) or grounds of building, in such a fashion as to improve the overall life or value of the structure when an agency or institution does NOT OWN, but leases, the building.

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Object Codes for Other Assets					
120	8200	Y	1099-MISC	CNTRCTR PMT CAP ASST PR	Payments to contractors for the construction of capital infrastructure projects, such as roads, bridges, water systems, rail lines, etc.
121	8201	N		PURCH MATERIAL/SUPPLIES	The acquisition of materials and supplies that will be placed into an agency's physical inventory and perhaps be stockpiled for lengthy periods of time. Examples include stone, lumber, salt, equipment parts and paint.
122	8202	Y	1099-MISC	CNSLT PMT FOR CAP ASST PR	Fees for services by consultants (including architects and engineers) undertaking design, contract inspection, etc. of capital asset projects. An approved agreement with the spending agency must exist.
171	8203	N		COMPUTER SOFTWARE	Any computer software or licenses purchased for use in the office. (Value greater than \$5,000 for each item.) Any lease purchase should be charged to Object Code 3290 and/or 3291. (Value less than \$5,000, see Object Codes 3246, 3247, 3248, and 3249.)
171	8203	N		COMPUTER SOFTWARE	Any computer software or licenses purchased for use in the office. (Value greater than \$5,000 for each item.) Any lease purchase should be charged to Object Code 3290 and/or 3291. (Value less than \$5,000, see Object Codes 3246, 3247, 3248, and 3249.)
172	8204	Y	1099-MISC	INTANGIBLES	Any separately purchased mineral rights, timber rights, water rights, patents, trademarks or easements (not for highways). (Value greater than \$25,000 for each item.)
173	8205	Y	1099-MISC	INTERNAL GENERATE SOFTWARE	Software is internally generated if it is created or produced by the government or an entity contracted by the government, or if they are acquired from a third party but require more than minimal incremental effort on the part of the government to begin to achieve their expected level of service capacity. Only the Application Development Stage may be capitalized, which includes design, software configuration and software interfaces, coding, installation of hardware, and testing, including the parallel processing phase. All other activity, including preliminary project activities (conceptualization, evaluation of alternatives, determination of needed technology, and selection) and Post-implementation activities (application training and software maintenance) should be expensed. (Value greater than \$1,000,000.)

From: Joseph Reidy josephgre dy@gma .com
Subject: CFA Cater ng
Date: December 1, 2016 at 11:15 AM
To: Beth Wa ker beth.wa ker65@gma .com



CFA charges a delivery fee on each item. They can provide flatware and anything else we need. I think two of each of these would be sufficient. Maybe we drop the lemonade.

Large Nugget Tray (serves 25) - Pick up \$75.50 Delivery \$94.50

Large Mini Tray (40 pieces serves 15) - Pick up \$30.50 Delivery \$37.00

Gallon Tea- Pick Up \$5.25 Delivery \$5.95

Gallon Lemonade- Pick up \$10.00 Delivery \$12.50

Total: \$318.00

--

Joe Reidy
(304)676-3675
@jreidy91

JUSTICE'S PERSONAL STAFF SALARY INFORMATION

Effective 7/1/11

Two personal clerks, two per curiam clerks and one administrative assistant cannot exceed \$600,000. Law Clerks cannot exceed \$120,000, administrative assistants cannot exceed \$80,000.

Effective 11/25/2013

The designation of the Justices' law clerks changed so that all are now "personal law clerks." The term "per curiam" will no longer be applied. All law clerks will be will and pleasure employees of their respective Justices.

wvCheckbook.gov
(/Default.aspx)

Home (/Default.aspx)
Feedback
(/cb/Feedback.aspx)

◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	AKERS, SHANNON N	\$64,003.80
SUPREME COURT	AKERS, SHANNON N	\$43,738.82
Total		\$107,742.62

FY 2017 State Auditor's Financial Reports
(<https://www.wvsao.gov/Reports/Default>)

VISTA (<https://vista.wvsao.gov/>)

Tax Credit Accountability
(/cb/EconomicDevelopment/EconDevIncAndGrants.aspx)

State Contracts (<http://www.state.wv.us/admin/purchase/contracts.html>)

Tax Expenditures (/cb/TaxExpenditures/ExpenditureStudy.aspx)

State Bond Ratings Report (/cb/StateBond/BondRatingsReport.aspx)

Transparency Resources (/cb/Resources/Resources.aspx)

West Virginia at a Glance (/cb/Resources/docs/WV at a glance.pdf)

wvCheckbook.gov
(/Default.aspx)

Home (/Default.aspx)
(/cb/Feedback.aspx)

Feedback

◀ State Employees Total Compensation

Last Name

deem

First Name

ashley

Choose an Agency or Search All

All Agencies

Select a Year

2017

Records per page

25

Search

Reset

Agency	Name	Total Compensation
SUPREME COURT	DEEM, ASHLEY N	\$37,451.93

[wvCheckbook.gov
\(/Default.aspx\)](http://wvcheckbook.gov(/Default.aspx))

[Home \(/Default.aspx\)](http://Home(/Default.aspx))
[Feedback
\(/cb/Feedback.aspx\)](http://Feedback(/cb/Feedback.aspx))

◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	HUMPHREY, WHITNEY M	\$46,156.20
SUPREME COURT	HUMPHREY, WHITNEY M	\$29,386.08
Total		\$75,542.28

FY 2017 State Auditor's Financial Reports
(<https://www.wvsao.gov/Reports/Default>)

VISTA (<https://vista.wvsao.gov/>)

Tax Credit Accountability
([/cb/EconomicDevelopment/EconDevIncAndGrants.aspx](http://cb/EconomicDevelopment/EconDevIncAndGrants.aspx))

State Contracts (<http://www.state.wv.us/admin/purchase/contracts.html>)

Tax Expenditures ([/cb/TaxExpenditures/ExpenditureStudy.aspx](http://cb/TaxExpenditures/ExpenditureStudy.aspx))

State Bond Ratings Report ([/cb/StateBond/BondRatingsReport.aspx](http://cb/StateBond/BondRatingsReport.aspx))

Transparency Resources ([/cb/Resources/Resources.aspx](http://cb/Resources/Resources.aspx))

West Virginia at a Glance ([/cb/Resources/docs/WV at a glance.pdf](http://cb/Resources/docs/WV%20at%20a%20glance.pdf))

[wvCheckbook.gov
\(/Default.aspx\)](http://wvcheckbook.gov(/Default.aspx))

[Home \(/Default.aspx\)](#)
[Feedback \(/cb/Feedback.aspx\)](#)

◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	SHAFFER, KATE L	\$60,576.90
SUPREME COURT	SHAFFER, KATE L	\$38,567.31
Total		\$99,144.21

FY 2017 State Auditor's Financial Reports
(<https://www.wvsao.gov/Reports/Default>)

VISTA (<https://vista.wvsao.gov/>)

Tax Credit Accountability
(</cb/EconomicDevelopment/EconDevIncAndGrants.aspx>)

State Contracts (<http://www.state.wv.us/admin/purchase/contracts.html>)

Tax Expenditures (</cb/TaxExpenditures/ExpenditureStudy.aspx>)

State Bond Ratings Report (</cb/StateBond/BondRatingsReport.aspx>)

Transparency Resources (</cb/Resources/Resources.aspx>)

West Virginia at a Glance (</cb/Resources/docs/WV at a glance.pdf>)

wvCheckbook.gov
(/Default.aspx)

Home (/Default.aspx)
Feedback
(/cb/Feedback.aspx)

◀ State Employees Total Compensation

This employee received compensation from more than one agency during the reported period.

Agency	Name	Total Compensation
SUPREME COURT	WEBB, TRACY L	\$69,590.70
SUPREME COURT	WEBB, TRACY L	\$44,076.92
HOUSE OF DELEGATES	WEBB, TRACY L	\$13,781.43
Total		\$127,449.05

FY 2017 State Auditor's Financial Reports
(<https://www.wvsao.gov/Reports/Default>)

VISTA (<https://vista.wvsao.gov/>)

Tax Credit Accountability

(/cb/EconomicDevelopment/EconDevIncAndGrants.as

State Contracts (<http://www.state.wv.us/admin/purcha>

Tax Expenditures (/cb/TaxExpenditures/ExpenditureS

State Bond Ratings Report (/cb/StateBond/BondRatingsReport.aspx)

Transparency Resources (/cb/Resources/Resources.aspx)

West Virginia at a Glance (/cb/Resources/docs/WV at a glance.pdf)

\$113,667.62

(Supreme
Court)

JAN - DEC 2017

**MEALS PURCHASED
FOR JUSTICES & STAFF**

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

south hills market and café

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/04/2017

SOUTH HILLS

Date: 1/4/2017 Time: 11:35:27 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 224381
Tab Number: 100
Number Of Covers: 24
Persons: 1, 2, 3, 4, 5, 6, 7, 8,
9, 10, 11, 12
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>167.81</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>167.81</u>

AMOUNT	139.81
TIP	<u>28.00</u>
TOTAL	<u>167.81</u>

Approval: 038071

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHO'S
800 SMITH ST
CHARLESTON, WV 25301

01/09/2017 11:31:13

CREDIT CARD
VISA SALE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/09/2017

Card # XXXXXXXXXXXXX0448
Chip Card: CITI VISA
AID: A0000000031010
ATC: 0041
TC: F9D4CD67DB7E2197
SEQ #: 1
Batch #: 696
INVOICE 1
SERVER 5515
Approval Code: 090234
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 210.48
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

TOTAL \$ 210.48

PRE-TIP AMT \$210.48
TIP Inc.
TOTAL AMOUNT 210.48

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
G. Johnson, W. Shafer, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Cashier: Mindy F

CONTACT PERSON Chris Garnes

Transaction **109716**

TELEPHONE NUMBER (304) 558-2060

Total **\$154.80**

FUNCTION SPONSOR Chris Garnes

CREDIT CARD AUTH **\$154.80**
VISA 8448

LOCATION OF FUNCTION Justices' Chambers

Tip Incl.

DATE(S) OF FUNCTION 01/10/2017

Total 154.80

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>154.80</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>154.80</u>

10-Jan-2017 11:39:39A
\$154.80 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 701000526781
Auth #: 058106
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference



FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):

R. Davis, M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/11/2017

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

Take Out

 Court 888-095-3686

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>175.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>175.00</u>

Server: Kim S 01/11/17
 Check #9 11:36 AM
 Open \$ Check \$10.19
 Subtotal \$135.31
 Tax \$9.47
Total \$144.78

Credit Card Swiped
 Visa xxxxxxxx8448
 Time 12:14 PM

Authorization Approved
 Approval Code 028763
 Check ID
 Payment ID 40xyjeDjP

Amount: \$144.78
 + Tip: 30.22
 = Total: 175.00

X _____
 CHRISTOPHER A GARNES

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. M
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

By: _____
 AGENCY HEAD SIGNATURE

Customer Copy

Thanks for visiting Adelphia Sports Bar & Grille
 Please come again

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/17/2017

south hills market and café

SOUTH HILLS

Date: 1/17/2017 Time: 11:32:34 AM

Status: Approved

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>154.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>154.00</u>

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 224851
 Tab Number: 100
 Number Of Covers: 18
 Persons: 1, 2, 3, 4, 5, 6, 7, 9, 10
 Card Owner: garnes/christopher a

AMOUNT	128.86
TIP	<u>26.14</u>
TOTAL	<u>154.00</u>
Approval: 030455	

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
V. Shafer, C. Garnes, J. Gundy, H. Dailey

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHO'S
800 SMITH ST
CHARLESTON, WV 25301

01/18/2017 11:45:16

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CREDIT CARD

VISA SALE

CONTACT PERSON Chris Garnes

Card # XXXXXXXXXXXXX0448

Chip Card: CITI VISA

TELEPHONE NUMBER (304) 558-2060

AID: A000000031010

FUNCTION SPONSOR Chris Garnes

ATC: 0046

TC: 0928127AAZ094B16

LOCATION OF FUNCTION Justices' Chambers

SEQ #: 2

Batch #: 712

DATE(S) OF FUNCTION 01/18/2017

INVOICE 2

SERVER 3363

Approval Code: 055824

Entry Method: Chip Read

Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 210.78

MEETING ROOM \$ _____

EQUIPMENT RENTAL \$ _____

LODGING \$ _____

OTHER/ \$ _____

OTHER/ \$ _____

TOTAL \$ 210.78

PRE-TIP AMT \$210.78

TIP Inc.

TOTAL AMOUNT 210.78

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,

V. Shafer, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/04/2017

01/23/2017 per receipt

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>212.64</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>212.64</u>

Take Out

Justice

Server: Elisha K
Check #1
Tax Exempt

01/23/17 11:08 AM
Justice

Subtotal \$176.64
Total \$176.64

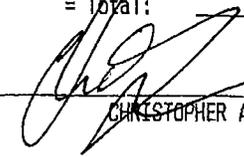
Credit Card Swiped
Visa xxxxxxxx8448
Time 11:33 AM

Authorization Approved
Approval Code 007769
Check ID
Payment ID hG1gyWnWd

Amount: \$176.64

+ Tip: 36.00

= Total: 212.64

X 
CHRISTOPHER A. GARNES

Customer Copy

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, G. Johnson, J. S
V. Shafer, J. Stevenson, W. Humphrey, C. Garnes, J. Gundy

Thanks for visiting Adelphia Sports Bar & Grille
Please come again

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/24/2017

Cashier: Nancy B
Transaction 202176

Total **\$276.00**

CREDIT CARD AUTH **\$276.00**
VISA 8448

Tip Inc.

Total 276.00

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>276.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>276.00</u>

24-Jan-2017 11:43:12A
\$276.00 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 702400530041
Auth #: 061624
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees more than 20 must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, Judges: Tabit, Waters, Carl, Matish, McHugh

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 01/25/2017

Date: 1/25/2017 Time: 11:33:31 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 225202
Tab Number: 100
Number Of Covers: 25
Persons: 1, 2, 3, 4, 5, 6, 7, 8,
9, 10, 11, 12, 13
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>221.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>221.00</u>

AMOUNT	183.04
TIP	<u>37.96</u>
TOTAL	<u>221.00</u>

Approval: 023518

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHO'S
800 SMITH ST
CHARLESTON, WV 25301

02/07/2017 11:30:52

CREDIT CARD

VISA SALE

Card # XXXXXXXXXXXX8448
Chip Card: CITI VISA
AID: A000000031010
ATC: 004E
TC: 11A1C61E022C1041
SEQ #: 1
Batch #: 747
INVOICE 2
SERVER 5515
Approval Code: 066816
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/07/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 200.04
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

TOTAL \$ 200.04

PRE-TIP AMT \$200.04

TIP \$0.00

TOTAL AMOUNT \$200.04

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/08/2017

Lola's
 1038 Bridge Road
 Charleston, WV 25314
 304-343-5652

Server: Katy DOB: 02/08/20
 11:26 AM 02/08/20
 1130/1 2/20

VISA 2097
 Card #XXXXXXXXXXXX8448
 Magnetic card present: GARNES CHRISTOPH
 Card Entry Method: S

Approval: 045696
 Amount: \$ 155
 + Tip: 31.49
 = Total: 187.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>187.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>187.00</u>

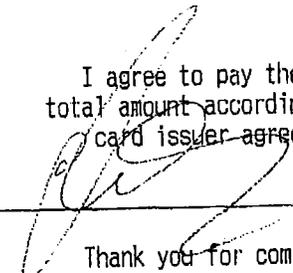
PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey,

I agree to pay the above total amount according to the card issuer agreement.

X 
 Thank you for coming! :)

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Take Out

Justice

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Server: Elisha K 02/13/17 10:49 AM
 Check #4 Justice
 Tax Exempt

CONTACT PERSON Chris Garnes

Subtotal \$177.64
 Total \$177.64

TELEPHONE NUMBER (304) 558-2060

Credit Card Swiped
 Visa xxxxxxxx8448
 Time 11:36 AM

FUNCTION SPONSOR Chris Garnes

Authorization Approved
 Approval Code 047456

LOCATION OF FUNCTION Justices' Chambers

Check ID
 Payment ID vtpuHtxX3

DATE(S) OF FUNCTION 02/13/2017

Amount: \$177.64

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 214.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 214.00

+ Tip: 36.36
 = Total: 214.00

X CHRISTOPHER A GARNES

Customer Copy

PURPOSE/JUSTIFICATION OF FUNCTION:

Thanks for visiting Adelphia Sports Bar & Grille
 Please come again

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Nancy B

Transaction 100001

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

Total **\$189.60**

TELEPHONE NUMBER (304) 558-2060

CREDIT CARD AUTH **\$189.60**
VISA 8448

FUNCTION SPONSOR Chris Garnes

Tip Inc.

LOCATION OF FUNCTION Justices' Chambers

Total 189.60

DATE(S) OF FUNCTION 02/14/2017

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>189.60</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>189.60</u>

14-Feb-2017 11:48:59A
\$189.60 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 704500536991
Auth #: 065099
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 02/15/2017

south hills market and café

SOUTH HILLS

Date: 2/15/2017 Time: 11:31:17 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 226104
Tab Number: 100
Number Of Covers: 28
Persons: 1, 2, 3, 4, 5, 6, 7,
9, 10, 11, 12, 13, 14
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>254.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>254.00</u>

AMOUNT 210.43
TIP 43.57

TOTAL 254.00
Approval: 060801

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey

V. Shafer, C. Garnes, J. Gundy, H. Dailey, G. Johnson, P. Embley

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 800 SMITH ST
 CHARLESTON, WV 25301

02/17/2017

11:30:05

CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXX844E
 Chip Card: CITI VISA
 AID: A00000003101C
 ATC: 0054
 TC: 872E446B1192A8A:
 SEQ #: :
 Batch #: 761
 INVOICE
 SERVER 551
 Approval Code: 02281
 Entry Method: Chip Rea
 Mode: Issuer - PIN Bypass

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 02/17/2017

PRE-TIP AMT \$155.0

TIP

TOTAL AMOUNT 155.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>155.04</u>
MEETING ROOM	\$	<u> </u>
EQUIPMENT RENTAL	\$	<u> </u>
LODGING	\$	<u> </u>
OTHER/	\$	<u> </u>
OTHER/	\$	<u> </u>
TOTAL	\$	<u>155.04</u>

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, A. Loughry, J. Stevenson, V. Shafer, P. Embley, C. Garnes

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SOHO'S
 800 SMITH ST
 CHARLESTON, WV 25301
 02/27/2017 11:22:57
 CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXX0448
 Chip Card: CITI VISA
 AID: A000000031010
 ATC: 0057
 TC: 3C691CA78691F25B
 SEQ #: 1
 Batch #: 783
 INVOICE 1
 SERVER 5515
 Approval Code: 014451
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 02/27/2017

PRE-TIP AMT \$213.36
 TIP \$0.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>213.36</u>
MEETING ROOM	\$	<u> </u>
EQUIPMENT RENTAL	\$	<u> </u>
LODGING	\$	<u> </u>
OTHER/	\$	<u> </u>
OTHER/	\$	<u> </u>
TOTAL	\$	<u>213.36</u>

TOTAL AMOUNT \$213.36

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 03/06/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>83.65</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>83.65</u>

Genesis Cafe

1496 Limestone Rd
 Charleston, WV 25312-6444
 (681) 205-8575
 www.genesiscafewv.com

Mar 6, 2017
 11:36 AM
 josephine

Ticket: Court Visa 8448
 Authorization 002208
 Receipt GprZ

CITI VISA
 AID A0 00 00 00 03 10 10

PICKUP

Deli Sandwich x 2 (\$7.25 each)	\$14.50
Rockin BBQ x 2 (\$7.50 each)	\$15.00
Bowl Of Fruit x 2 (\$3.50 each)	\$7.00
Cuban Jazz	\$8.25
Pancit Canton	\$8.50
Lumpia	\$7.95
Hot Tuna	\$7.25
Greek Salad	\$7.25
Grilled Chicken Salad	\$7.95

Total **\$83.65**
 Visa 8448 (Chip) **\$83.65**
 Christopher A Garnes

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
 V. Shafer, J. Stevenson, C. Garnes, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Lola's
1038 Bridge Road
Charleston, WV 25314
304-343-5652

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Server: Jessie
11:50 AM
Wv State/1

DOB: 03/07/201
03/07/201
2/2000

CONTACT PERSON Chris Garnes

SALE

TELEPHONE NUMBER (304) 558-2060

VISA 209711

FUNCTION SPONSOR Chris Garnes

Card #XXXXXXXXXXXX8448
Magnetic card present: GARNES CHRISTOPHEI
Card Entry Method: S

LOCATION OF FUNCTION Justices' Chambers

Approval: 039719

DATE(S) OF FUNCTION 03/07/2017

Amount: \$ 180.

+ Tip: 38.0

= Total: 218.79

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>218.79</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>218.79</u>

I agree to pay the above total amount according to the card issuer agreement.

X _____

Thank you for coming! :)

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 03/08/2017

Take Out

Court Pickup At 11:30

Server: Tiffany C 03/08/17 10:40
Check #1 Court Pickup At 11
Tax Exempt

Subtotal \$170
Total \$170

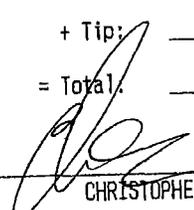
Credit Card Swi
Visa xxxxxxxx8
Time 11:29

Authorization Appro
Approval Code 026
Check ID
Payment ID vibay5

Amount: \$170

+ Tip: 35.00

= Total: 205.00

X 
CHRISTOPHER A. GARNES

Customer Copy

Thanks for visiting Adelphia Sports Bar & Gr
Please come again

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>205.00</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>205.00</u>

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvi
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION TRAVEL MANAGEMENT OFFICE REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 03/20/2017

SOHO'S
800 SMITH ST
CHARLESTON, WV 25301
03/20/2017 11:24:52
CREDIT CARD
VISA SALE

Card # XXXXXXXXXXXX8448
Chip Card: CITI VISA
AID: A000000031010
ATC: 005A
TC: 5BA4E549F802FE79
SEQ #: 1
Batch #: 818
INVOICE 1
SERVER 5515
Approval Code: 015427
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 190.08
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 190.08

PRE-TIP AMT \$190.08
TIP Inc.
TOTAL AMOUNT 190.08

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 03/28/2017

Date: 3/28/2017 Time: 12:32:49 PM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 227727
Tab Number: 600
Number Of Covers: 13
Persons: 1, 2, 3, 4, 5, 6, 7, 8
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>106.23</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>106.23</u>

AMOUNT 88.23

TIP 18.00

TOTAL 106.23
Approval: 060616

PURPOSE/JUSTIFICATION OF FUNCTION:

CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Davis

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 04/05/2017

Date: 4/5/2017 Time: 11:38:01 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Anthony
Check Number: 228031
Tab Number: 600
Number Of Covers: 16
Persons: 1, 2, 3, 4, 5, 6, 7, 1
9, 10, 11, 12, 13
Card Owner: GARNES/CHRISTOPHER A

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>206.55</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>206.55</u>

AMOUNT	171.55
TIP	<u>35.00</u>
TOTAL	<u>206.55</u>
Approval:	051254

PURPOSE/JUSTIFICATION OF FUNCTION:

CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (881) 265-9074

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

PENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 04/18/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>137.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>137.00</u>

TABLE: Courthouse TOGO - 9 Guests

Server: Cara
 4/18/2017 11:24:39 AM
 Sequence #: 0000001
 ID #: 0115384

ITEM	QTY	PRICE
Subtotal		\$113.75
Grand Total		\$113.75
Amount Due:		\$113.75

Credit Purchase

Name : GARNES/CHRISTOPHER A
 CC Type : VISA
 CC Num : xxxx xxxx xxxx 8448
 Approval : 007817
 Server : Cara
 Ticket Name : Courthouse TOGO

Payment Amount: \$113.75
 Tip: 23.25
 Total: 137.00

x _____
 TSYS
 I agree to pay the amount shown above.

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thank you for visiting!

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
 V. Shafer, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

by: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

by: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Sydney S

Transaction 100000

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Total \$183.60

CONTACT PERSON Chris Garnes

CREDIT CARD AUTH \$183.60
VISA 8448

TELEPHONE NUMBER (304) 558-2060

Tip Inc.

FUNCTION SPONSOR Chris Garnes

Total 183.60

LOCATION OF FUNCTION Justices' Chambers

Retain this copy for statement validation

DATE(S) OF FUNCTION 04/19/2017

19-Apr-2017 11:38:15A
\$183.60 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 710900556061
Auth #: 037089
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>183.60</u>
MEETING ROOM	\$	<u> </u>
EQUIPMENT RENTAL	\$	<u> </u>
LODGING	\$	<u> </u>
OTHER/	\$	<u> </u>
OTHER/	\$	<u> </u>
TOTAL	\$	<u>183.60</u>



X150V9JF700G8

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

A1

SOHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646
04/24/2017 11:59:10
CREDIT CARD
VISA SALE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Card # XXXXXXXXXXXXX8418
Chip Card: CITI VISA
AID: A000000031010
ATC: 0068
TC: 19848885738C5559
SEQ #: 3
Batch #: 2
Trans #: 3
SERVER 5515
Approval Code: 055612
TRANS ID: 167114576133121
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 04/24/2017

SALE AMOUNT \$17.50
TIP AMOUNT 3.50
TOTAL AMOUNT 21.00

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 214.74
MEETING ROOM \$
EQUIPMENT RENTAL \$
LODGING \$
OTHER/ \$
OTHER/ \$

TOTAL \$ 214.74

THANK YOU
CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin, W
V. Shafer, C. Garnes, J. Gundy, G. Johnson

Approval Code: 5515
TRANS ID: 000367
Entry Method: 167114560539233
Mode: Chip Read
Issuer - PIN Bypassed
SALE AMOUNT \$193.74
TIP AMOUNT \$0.00
TOTAL AMOUNT \$193.74
THANK YOU
CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Date: 4/25/2017 Time: 11:28:47 AM

CONTACT PERSON Chris Garnes

Status: Approved

TELEPHONE NUMBER (304) 558-2060

Card Type: Visa

FUNCTION SPONSOR Chris Garnes

Card Number: XXXXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 04/25/2017

Server Name: Cheyan

Check Number: 228769

Tab Number: 100

Number Of Covers: 32

Persons: 1, 2, 3, 4, 5, 6, 7, 8,
9, 10, 11, 12, 13, 14

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>216.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>216.00</u>

AMOUNT 179.02

TIP 36.98

TOTAL

216.00
Approval: 020398

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Reeder, J. Stover, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

The Block Restaurant & Wine Cellar
 201 Capital Street
 Charleston, WV 25301
 ph (681) 265-9074

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 05/03/2017

TABLE: Supreme Court TOGO - 11 Guests
 Server: Cara
 5/3/2017 11:40:15 AM
 Sequence #: 0000001
 ID #: 0116818

ITEM	QTY	PRICE
Subtotal		\$129.71
Grand Total		\$129.71

Credit Purchase
 Name :GARNES/CHRISTOPHER A
 CC Type :VISA
 CC Num :xxxx xxxx xxxx 8448
 Approval :023960
 Server :Cara
 Ticket Name :Supreme Court TOGO

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 160.0
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 160.0

Payment Amount: \$129.71

Tip: 30.25
 Total: 160.00

x _____
 TSYS
 CUSTOMER COPY
 I agree to pay the amount shown above.

Thank you for visiting!

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, J. Stover, R. Melvin,
 V. Shafer, D. Canfield, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Employee

Transaction 100002

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 05/16/2017

Total \$176.40

CREDIT CARD AUTH VISA 8448 \$176.40

Tip Inc

Total 176.40

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>176.40</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____

TOTAL \$ 176.40

16-May-2017 11:38:58A
\$176.40 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 713600565611
Auth #: 055158
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



8P1WV4349899A

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

05/17/2017 11:23:58

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CREDIT CARD
VISA SALE

CONTACT PERSON Chris Garnes

Card # XXXXXXXXXXXX8448

TELEPHONE NUMBER (304) 558-2060

Chip Card: CITI VISA

FUNCTION SPONSOR Chris Garnes

AID: A000000031010

ATC: 006F

LOCATION OF FUNCTION Justices' Chambers

TC: 687E456EA389DD6A

SEQ #: 1

Batch #: 4

Trans #: 1

DATE(S) OF FUNCTION 05/17/2017

SERVER 5515

Approval Code: 034411

TRANS ID: 007137554720233

Entry Method: Chip Read

Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 207.66

MEETING ROOM \$ _____

EQUIPMENT RENTAL \$ _____

LODGING \$ _____

OTHER/ \$ _____

OTHER/ \$ _____

TOTAL \$ 207.66

SALE AMOUNT \$207.66

TIP AMOUNT Inc.

TOTAL AMOUNT 207.66

THANK YOU

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey

V. Shafer, J. Stover, C. Garnes, J. Gundy, H. Dailey, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

SOUTH HILLS

CONTACT PERSON Chris Garnes

Date: 5/23/2017 Time: 11:20:30 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa

LOCATION OF FUNCTION Justices' Chambers

Card Number: XXXXXXXXXXXX8448

DATE(S) OF FUNCTION 05/23/2017

Expiration Date: X/XX/XXXX

Server Name: Tasha

Check Number: 229585

Tab Number: 100

Number Of Covers: 25

Persons: 1, 2, 3, 4, 5, 6, 7, 8
9, 10, 11

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>184.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>184.00</u>

AMOUNT 152.25

TIP 31.75

TOTAL 184.00
Approval: 019248

PURPOSE/JUSTIFICATION OF FUNCTION:

CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey

V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Take Out

Ready At 11:30 Courthouse

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Server: Tiffany C 05/31/17 10:50 /
 Check #2 Ready At 11:30 Courthouse
 Tax Exempt

CONTACT PERSON Chris Garnes

Subtotal \$208
 Total \$208

TELEPHONE NUMBER (304) 558-2060

Credit Card Swi
 Visa xxxxxxxx8
 Time 11:29

FUNCTION SPONSOR Chris Garnes

Authorization Appro
 Approval Code 038
 Check ID
 Payment ID 9gYTScI

LOCATION OF FUNCTION Justices' Chambers

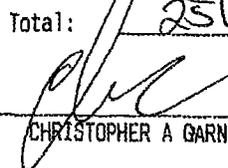
DATE(S) OF FUNCTION 05/31/2017

Subtotal: \$208
 Amount: \$208

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 251.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 251.00

+ Tip: 42.50
 = Total: 251.00

X 
 CHRISTOPHER A. GARNES

Customer Copy

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thanks for visiting Adelphia Sports Bar & Gri
 Please come again

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
 V. Shafer, J. Stevenson, J. Stover, C. Garnes, J. Gundy, G. Johnson, C. Morris

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

SOUTH HILLS

CONTACT PERSON Chris Garnes

Date: 6/6/2017 Time: 11:38:16 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
Card Number: XXXXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 06/06/2017

Server Name: Tasha

Check Number: 230073

Tab Number: 400

Number Of Covers: 29

Persons: 1, 2, 3, 4, 5, 6, 7, 8,
9, 10, 11, 12, 13, 14, 15

Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>271.30</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>271.30</u>

AMOUNT 223.30

TIP 48.00

TOTAL

271.30
Approval: 015876

PURPOSE/JUSTIFICATION OF FUNCTION:

CUSTOMER COPY

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

Justices, staff, and guests.

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 06/14/2017

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Employee

Transaction 100000

Total **\$186.00**

CREDIT CARD AUTH **\$186.00**
VISA 8448

Tip

Total

Tip
186.00

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>186.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____

TOTAL \$ 186.00

14-Jun-2017 11:42:03A
\$186.00 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 716500576171
Auth #: 013836
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



XP30CYZ0QJS58

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Clerk's Office

DATE(S) OF FUNCTION 07/31/2017

DEFERRED ORDER
 *** Order Due: 12:15PM ***
 Pies and Pints #2
 222 Capitol Street
 Charleston, WV 25301
 Phone:
 www.piesandpints.net

Ord#1
 TO GO
 Empl:Ryan
 07/31/2017 12:20 PM

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>232.0</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>232.0</u>

1 Large Pizza Pie	16.00
Pepperoni	2.50
1 Large Pizza Pie	16.00
Pepperoni	2.50
1 Large Pizza Pie	16.00
Pepperoni	2.50
1 Large Classic Pie	24.00
1 Large Classic Pie	24.00
1 Char-Grilled Hot Wings	10.00

PURPOSE/JUSTIFICATION OF FUNCTION:

Award Ceremony

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, A. Loughry, Clerk's Office, & guests

Subtotal 191.50
 Tax 0.00
 Total 191.50

Visa #448 Payment 191.50

Tip 40.50

Total 232.00

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

*** Guest Copy ***

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

08/30/2017

07:33:15

CREDIT CARD
VISA SALE

Card # XXXXXXXXXXXX8448
Chip Card: CITI VISA
AID: A000000031010
ATC: 0085
TC: 2A7766A4F47FF8E5
SEQ #: 1
Batch #: 7
Trans #: 1
SERVER 5515
Approval Code: 089594
TRANS ID: 467242557761334
Entry Method: Chip Read
Mode: Issuer - PIN Bypass

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 08/30/2017

SALE AMOUNT \$190.14

TIP AMOUNT Inc.

TOTAL AMOUNT 190.14

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 190.14
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

TOTAL \$ 190.14

THANK YOU

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey

V. Shafer, J. Stevenson, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 08/31/2017

Date: 8/31/2017 Time: 11:26:35 AM

Status: Approved

Card Type: Visa
Card Number: XXXXXXXXXXXX8448
Expiration Date: X/XX/XXXX
Server Name: Tasha
Check Number: 233153
Tab Number: 100
Number Of Covers: 26
Persons: 1, 2, 3, 4, 5, 6, 7, 8
9, 10, 11, 12
Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$	<u>214.00</u>
MEETING ROOM	\$	_____
EQUIPMENT RENTAL	\$	_____
LODGING	\$	_____
OTHER/	\$	_____
OTHER/	\$	_____
TOTAL	\$	<u>214.00</u>

AMOUNT	177.13
TIP	<u>36.87</u>
TOTAL	<u>214.00</u>
	Approval: 076598

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey
V. Shafer, J. Stevenson, J. Stover, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

Adelphia Sports Bar & Grille
 218 Capitol Street
 Charleston, WV 25301

Server: BrieAnna W 09/12/17 11:11 AM
 Check #1 Court
 Tax Exempt

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

Credit Card Swiped
 Visa xxxxxxxx8448
 Time 11:42 AM

CONTACT PERSON Chris Garnes

Authorization Approved
 Approval Code 052464

TELEPHONE NUMBER (304) 558-2060

Check ID
 Payment ID dy0GgIBjQ

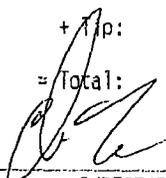
FUNCTION SPONSOR Chris Garnes

Amount: \$181.00

LOCATION OF FUNCTION Justices' Chambers

+ Tip: 39.00
 = Total: 220.00

DATE(S) OF FUNCTION 09/12/2017

X 
 CHRISTOPHER A GARNES

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>220.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>220.00</u>

Customer Copy

Thanks for visiting Adelphia Sports Bar & Grille
 Please come again

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

The Block Restaurant & Wine Cellar
201 Capital Street
Charleston, WV 25301
ph (681) 265-9074

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/13/2017

TABLE: Wvsc - 11 Guests
Server: Zach
9/13/2017 11:31:45 AM
Sequence #: 0000002
ID #: 0128701

ITEM	QTY	PRICE
Subtotal		\$140.60
Grand Total		\$140.60

Credit Purchase
Name : GARNES/CHRISTOPHER A
CC Type : VISA
CC Num : xxxx xxxx xxxx 8448
Approval : 013632
Server : Zach
Ticket Name : Wvsc

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 171.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 171.00

Payment Amount: \$140.60

Tip: 30.40
Total: 171.00

x _____
TSYS
CUSTOMER COPY
I agree to pay the amount shown above.

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Thank you for visiting!

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

Y: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

Y: _____
AGENCY HEAD SIGNATURE

DATE

SOHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

09/18/2017

11:42:57

CREDIT CARD
VISA SALE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/19/2017

Card # XXXXXXXXXXXX8148
Chip Card: CITI VISA
AID: A000000031010
ATC: 008D
TC: 1632DD233E60014C
SEQ #: :
Batch #: :
Trans #: :
SERVER 551
Approval Code: 06637
TRANS ID: 30726156527858
Entry Method: Chip Rec
Mode: Issuer - PIN Bypass

SALE AMOUNT \$191.64

TIP AMOUNT \$0.00

TOTAL AMOUNT \$191.64

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 191.64
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____

TOTAL \$ 191.64

THANK YOU

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, G. Johnson, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/19/2017

PATERNOS AT THE PARK
 601 MORRIS ST
 CHARLESTON, WV 25309
 3042055482

Cashier: Mindy F

Transaction 100000

Total \$206.40
 CREDIT CARD AUTH \$206.40
 VISA 8448

Tip Inc

Total 206.40

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>206.40</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>206.40</u>

Retain this copy for statement validation

19-Sep-2017 11:26:47A
 \$206.40 | Method: EMV
 VISA CREDIT XXXXXXXXXXXXX8448
 CHRISTOPHER A GARNES
 Ref #: 726200602811
 Auth #: 012046
 MID: *****5998
 AID: A0000000031010
 AthNtwkNm: VISA
 SIGNATURE VERIFIED



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

**south hills market
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 09/20/2017

Date: 9/20/2017 Time: 11:23:26 AM

Status: Approved

Card Type: Visa

Card Number: XXXXXXXXXXXX8448

Expiration Date: X/XX/XXXX

Server Name: Tasha

Check Number: 233996

Tab Number: 100

Number Of Covers: 25

Persons: 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12

Card Owner: garnes/christopher

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>217.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>217.00</u>

AMOUNT 179.43
TIP 32.57
TOTAL 212.00
Approval: 065918

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

**south hills marke
and café**

SOUTH HILLS

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

Date: 9/28/2017 Time: 11:35:18 AM

TELEPHONE NUMBER (304) 558-2060

Status: Approved

FUNCTION SPONSOR Chris Garnes

Card Type: Visa
 Card Number: XXXXXXXXXXXX8448

LOCATION OF FUNCTION Justices' Chambers

Expiration Date: X/XX/XXXX

DATE(S) OF FUNCTION 09/28/2017

Server Name: Tasha
 Check Number: 234328
 Tab Number: 100
 Number Of Covers: 28
 Persons: 1, 2, 3, 4, 5, 6, 7,
 9, 10, 11, 12, 13, 14
 Card Owner: garnes/christopher a

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>246.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>246.00</u>

AMOUNT	202.33
TIP	<u>43.67</u>
TOTAL	<u>246.00</u>
Approval: 044304	

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, R. Melvin, G. Johnson, C. Morris, L. Paletta-Davis

B. Holmes, J. Lewis, V. Shafer, J. Stevenson, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

Adelphia Sports Bar & Grille
218 Capitol Street
Charleston, WV 25301

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Take Out

Supreme Court 304-558-42E

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 10/02/2017

Server: BrieAnna W 10/02/17
Check #1 11:03 AM
Tax Exempt

Subtotal \$166.20
Total \$166.20

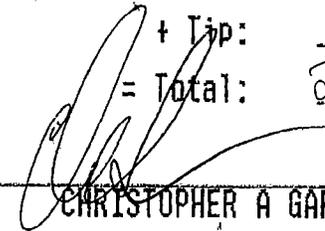
Credit Card Swiped
Visa XXXXXXXX8448
Time 11:34 AM

Authorization Approved
Approval Code 064418
Check ID
Payment ID XpjMTqrsccpr

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 200.20
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 200.20

Amount: \$166.20
+ Tip: 34.00
= Total: 200.20

X 
CHRISTOPHER A GARNES

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

Customer Copy

Thanks for visiting Adelphia
Sports Bar & Grille
Please come again

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, G. Johnson

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

The Block Restaurant & Wine Cellar
201 Capital Street
Charleston, WV 25301
ph (681) 265-9074

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 10/03/2017

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>167.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>167.00</u>

TABLE: Vicki W. #74 - 11 Guests
Server: Vicki W.
10/3/2017 11:36:40 AM
Sequence #: 0000001
ID #: 0130299

ITEM	QTY	PRICE
Subtotal		\$138.85
Grand Total		\$138.85

Credit Purchase
Name :GARNES/CHRISTOPHER A
CC Type :VISA
CC Num :xxxx xxxx xxxx 8448
Approval :006517
Server :Vicki W.
Ticket Name :Vicki W. #74

Payment Amount: \$138.85

Tip: 28.15
Total: 167.00

x _____
TSYS
CUSTOMER COPY
I agree to pay the amount shown above.

Thank you for visiting!

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

SOHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

10/11/2017 07:32:59
MID: XXXXXXXXXXXX689 TID: XXXX456

CONTACT PERSON Chris Garnes

CREDIT CARD
VISA REFUND

TELEPHONE NUMBER (304) 558-2060

Card # XXXXXXXXXXXX848
SEQ #: 2
Trans #: 2
SERVER 1638
Approval Code: 011158
Entry Method: Chip Read
Mode: Online

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 10/11/2017

REFUND AMOUNT \$201.78

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>201.78</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>201.78</u>

X _____
CHRISTOPHER A GARNES
THANK YOU
MERCHANT COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Nancy B

Transaction 100000

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 10/17/2017

Total \$175.20

CREDIT CARD AUTH \$175.20
VISA 8448

Tip inc

Total 175.20

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>175.20</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____

TOTAL \$ 175.20

17-Oct-2017 11:23:34A
\$175.20 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 729000608881
Auth #: 090058
MID: *****5998
AID: A000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



3Z69C3HRYSMC4

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy,

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

south hills market
and café

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/18/2017

SOUTH HILLS
 Date: 10/18/2017 Time: 11:32:18 AM

Status: Approved
 Card Type: Visa
 Card Number: XXXXXXXXXX8448
 Expiration Date: X/XX/XXXX
 Server Name: Tasha
 Check Number: 235161
 Tab Number: 100
 Number Of Covers: 28
 Persons: 1, 2, 3, 4, 5, 6, 7, 1
9, 10, 11, 12, 13
 Card Owner: GARNES/CHRISTOPHER A

ESTIMATED EXPENSES	
FOOD AND BEVERAGE	\$ <u>216.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>216.00</u>

AMOUNT 178.68
 TIP 37.32
TOTAL 216.00

Approval: 050457

PURPOSE/JUSTIFICATION OF FUNCTION:
 Conference

CUSTOMER COPY

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of 20 or more must accompany the form):
 M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, W. Humphrey, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

TAKE OUT ORDERING ON-LINE@
adelphiasportsbar.com

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 10/23/2017

Take Out

Supreme Court 304-558-2

Server: BrieAnna W 10/23/
Check #1 11:09 |
Tax Exempt

Subtotal \$143.
Total \$143.

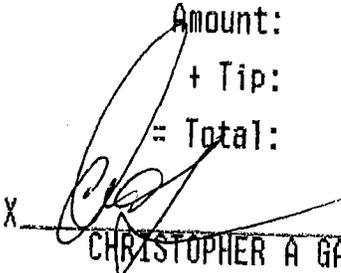
Credit Card Swip
Visa xxxxxxxx84
Time 11:41 |

Authorization Approve
Approval Code 02594
Check ID
Payment ID TkJYcWFyjNf

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 174.00
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 174.00

Amount: \$143.5
+ Tip: 30.46
= Total: 174.00

X 
CHRISTOPHER A GARNES

Customer Copy

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, G. Johnson, R. Melvin, W. Humphrey, J. Stover,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 TRAVEL MANAGEMENT OFFICE
 REQUEST FOR HOSPITALITY SERVICE

SPENDING UNIT NAME/ORG # Supreme Court of Appeals
 CONTACT PERSON Chris Garnes
 TELEPHONE NUMBER (304) 558-2060
 FUNCTION SPONSOR Chris Garnes
 LOCATION OF FUNCTION Justices' Chambers
 DATE(S) OF FUNCTION 10/31/2017

SOHOS
 800 SMITH ST
 CHARLESTON, WV 25301
 304-720-7646
 10/31/2017 07:44:31
 CREDIT CARD
 VISA SALE

Card # XXXXXXXXXXXX8148
 Chip Card: CITI VISA
 AID: A000000031010
 ATC: 00A6
 TC: 3172A3757B5FECDE
 SEQ #: 1
 Batch #: 4
 Trans #: 1
 SERVER 5515
 Approval Code: 003762
 TRANS ID: 467304558500507
 Entry Method: Chip Read
 Mode: Issuer - PIN Bypassed

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ 192.48
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ 192.48

SALE AMOUNT \$192.48
 TIP AMOUNT *Inc* \$0.00

 TOTAL AMOUNT \$192.48

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, B. Walker, R. Melvin, J. Stover,
 V. Shafer, J. Stevenson, C. Garnes, J. Gundy, H. Dailey

THANK YOU

CUSTOMER COPY

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
 FUNCTION REPRESENTATIVE'S SIGNATURE

 DATE

By: _____
 AGENCY HEAD SIGNATURE

 DATE

SOHOS
800 SMITH ST
CHARLESTON, WV 25301
304-720-7646

11/13/2017 12:31:57

CREDIT CARD
VISA SALE

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

Card # XXXXXXXXXXXX0448
Chip Card: CITI VISA
AID: A000000031010
ATC: 00AE
TC: 8677CC983AB2A0F5
SEQ #: 1
Batch #: 3
Trans #: 1
SERVER 5515
Approval Code: 062100
TRANS ID: 307317593418398
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 11/13/2017

SALE AMOUNT \$160.68

TIP AMOUNT Tac.

TOTAL AMOUNT 160.68

ESTIMATED EXPENSES

FOOD AND BEVERAGE \$ 179.82
MEETING ROOM \$ _____
EQUIPMENT RENTAL \$ _____
LODGING \$ _____
OTHER/ \$ _____
OTHER/ \$ _____
TOTAL \$ 179.82

THANK YOU

CUSTOMER COPY

PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

11/13/2017 13:20:05

CREDIT CARD
VISA SALE

Card # XXXXXXXXXXXX0448
Chip Card: CITI VISA
AID: A000000031010
ATC: 00AF
TC: C69C377B5EE42204
SEQ #: 5
Batch #: 3
Trans #: 5
SERVER 5515
Approval Code: 015384
TRANS ID: 387317622221506
Entry Method: Chip Read
Mode: Issuer - PIN Bypassed

SALE AMOUNT \$19.14

TIP AMOUNT Tac.

TOTAL AMOUNT 19.14

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, G. Johnson, R. Melvin, W. Humphrey,
V. Shafer, C. Garnes, J. Gundy

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

By: _____
AGENCY HEAD SIGNATURE

STATE OF WEST VIRGINIA

DEPARTMENT OF ADMINISTRATION
TRAVEL MANAGEMENT OFFICE
REQUEST FOR HOSPITALITY SERVICE

PATERNOS AT THE PARK

601 MORRIS ST
CHARLESTON, WV 25309
3042055482

Cashier: Mindy F

Transaction 100000

SPENDING UNIT NAME/ORG # Supreme Court of Appeals

CONTACT PERSON Chris Garnes

TELEPHONE NUMBER (304) 558-2060

FUNCTION SPONSOR Chris Garnes

LOCATION OF FUNCTION Justices' Chambers

DATE(S) OF FUNCTION 11/14/2017

Total \$120.00

CREDIT CARD AUTH VISA 8448 \$120.00

Tip Inc.

Total 120.00

Retain this copy for statement validation

ESTIMATED EXPENSES

FOOD AND BEVERAGE	\$ <u>120.00</u>
MEETING ROOM	\$ _____
EQUIPMENT RENTAL	\$ _____
LODGING	\$ _____
OTHER/	\$ _____
OTHER/	\$ _____
TOTAL	\$ <u>120.00</u>

14-Nov-2017 11:36:29A
\$120.00 | Method: EMV
VISA CREDIT XXXXXXXXXXXX8448
CHRISTOPHER A GARNES
Ref #: 731800616241
Auth #: 059544
MID: *****5998
AID: A0000000031010
AthNtwkNm: VISA
SIGNATURE VERIFIED



PURPOSE/JUSTIFICATION OF FUNCTION:

Conference

FUNCTION ATTENDEES (Must list individual names unless for a group of 20 or more. A list of attendees for groups of more must accompany the form):

M. Workman, M. Ketchum, A. Loughry, R. Melvin, W. Humphrey,
V. Shafer, J. Stevenson, C. Garnes, J. Gundy, B. Kayuha

AGENCY AUTHORIZATION FOR THE ABOVE FUNCTION

By: _____
FUNCTION REPRESENTATIVE'S SIGNATURE

DATE

By: _____
AGENCY HEAD SIGNATURE

DATE

From: Orders@OakHall.com ■
Subject: Oak Hall Cap & Gown: Your order #453158 has been processed
Date: September 28, 2016 at 7:59 PM
To: beth.walker65@gmail.com



You have received this notification from [Oak Hall Cap & Gown](#) because you are a registered user or you or some other registered user requested some information for you from our store.

Dear Elizabeth Walker,

Thank you for your order. Please come back soon!

Receipt:

RECEIPT

Date: 09-28-2016 20:58
Order id: #453158
Order status: Processed
Payment method:
Visa, MasterCard, Discover & American Express
Delivery method:
Bentley 3 Day Air

Oak Hall Cap & Gown
P.O. Box 1078, Salem
24153, Virginia
United States
CALL US: 1-800-456-7623
Fax: 1-540-387-2034
Email: customerservice@oakhalli.com

Email: beth.walker65@gmail.com

Billing address

First name: Elizabeth
Last name: Walker
Address: 24 Oak Ridge Drive
City: Morgantown
State: West Virginia
Country: United States
Zip/Postal code: 26508
Phone: 304/542-1553
Fax:

Shipping address

First name: Elizabeth
Last name: Walker
Address: 24 Oak Ridge Drive
City: Morgantown
State: West Virginia
Country: United States
Zip/Postal code: 26508
Phone: 304/542-1553
Fax:

Additional information

Date Needed 11/12/2016

Products ordered

SKU	Product	Item price	Quantity	Total
N2002711501	Judicial Robes Options: Desired Fabric: Peach Skin (polyester material) Color: Black Robe Closure: Frog Closure (Hook & Eye) Sleeve Style: Double Bell Sleeves Desired: with Cuffs Chest Pocket: No Chest Pocket Hip Pocket: A full Right pocket/slit Tailored for a: Female Height with shoes: 5ft 11in	\$446.00	1	\$446.00

Approximate Weight:	220-229 lbs
Chest Measurement:	50-51 in
Shirt Sleeve Length:	31 in
Neck Size:	15 1/2 in
Initials (Left):	E
Initials (Center):	D
Initials (Right):	W

Subtotal: \$446.00

Shipping cost: \$45.00

: \$0.00

Total: \$491.00

Thank you for your purchase!

Thank you for using our shopping system

Oak Hall Cap & Gown
Phone: 1-800-456-7623
Fax: 1-540-387-2034
URL: www.oakhalli.com

§12-3-10a. Purchasing Card Program.

Notwithstanding the provisions of section ten of this article, payment of claims may be made through the use of the state Purchasing Card Program authorized by the provisions of this section. The Auditor, in cooperation with the Secretary of the Department of Administration, may establish a state Purchasing Card Program for the purpose of authorizing all spending units of state government to use a purchasing card as an alternative payment method. The Purchasing Card Program shall be conducted so that procedures and controls for the procurement and payment of goods and services are made more efficient. The program shall permit spending units to use a purchasing card to pay for goods and services. Notwithstanding any other provision of this code to the contrary, a purchasing card may be used to make any payment authorized by the Auditor, including regular routine payments and travel and emergency payments, and such payments shall be set at an amount to be determined by the Auditor. Purchasing cards may not be utilized for the purpose of obtaining cash advances, whether the advances are made in cash or by other negotiable instrument: *Provided*, That purchasing cards may be used for cash advances for travel purchases upon approval of the Auditor. Purchases of goods and services must be received either in advance of or simultaneously with the use of a state purchasing card for payment for those goods or services. The Auditor, by legislative rule, may eliminate the requirement for vendor invoices and provide a procedure for consolidating multiple vendor payments into one monthly payment to a charge card vendor. Selection of a charge card vendor to provide state purchase cards shall be accomplished by competitive bid. The Purchasing Division of the Department of Administration shall contract with the successful bidder for provision of state purchasing cards. Purchasing cards issued under the program shall be used for official state purchases only. The Auditor shall propose rules for promulgation in accordance with the provisions of article three, chapter twenty-nine-a of this code to govern the implementation of the purchase card program.

West Virginia Purchasing Division **Procedures Handbook**

SECTION 9: EXEMPT PURCHASES

West Virginia Purchasing Division

Non-Competitive / Exempt List of Commodities and Services

In accordance with W. Va. Code § 5A-3-10:

“...a purchase of and contract for commodities, printing and services shall be based, whenever possible, on competitive bids.”

In accordance with the W. Va. § 148 C.S.R. 1-4,

The Director shall:

(a) Ensure that purchases and contracts for commodities, services or printing are based on competitive bid where possible. The Director may establish a list of commodities and services that are not possible to submit for competitive bid. The Director shall approve the list before the beginning of each fiscal year and shall make the list available for public review. Spending unit may purchase the commodities and services on the list directly from the vendor and are not required to have contracts for purchase of those items approved by the Purchasing Division. A spending unit's request to add commodities and services to the list must be accompanied by written justification and an explanation of why competitive bids are not possible. Nothing in this section supersedes or replaces the Attorney General's authority to approve contracts as to form.

In accordance with W. Va. Code § 5A-3-10 and the W. Va. § 148 C.S.R. 1-4, the Director has determined that it is not possible to obtain certain commodities and services through the competitive bidding process. The Director has identified those items that cannot be competitively bid in the Non-Competitive/Exempt List of Commodities and Services (hereinafter “Exempt List”) shown below.

Purchasing Division approval is not required for these Exempt List procurements, unless specifically noted. Vendor registration and all other requirements for the dollar amount of the purchase are mandatory for contracts for these commodities and services; however, under the authority granted by the Director of Purchasing in W. Va. § 148 C.S.R. 1-6.1.c.5, the Director has determined that waiving the vendor registration fee for all vendors providing commodities or services under Section 9 of the *Purchasing Division Procedures Handbook* is in the best

interest of the State. Accordingly, the vendor registration fee is waived and, therefore, not required for a vendor providing commodities or services under Section 9 of this handbook.

Except as outlined in the preceding paragraph, spending units purchasing from vendors under the Exempt List must continue to observe the standard purchasing procedure associated with a normal (non-Exempt List) purchase of the same dollar amount. For example, the use of a purchase order is required on all purchases over \$2,500. Similarly, spending units must continue to submit contracts to the Attorney General's office for approval, as to form.

Should agencies need guidance as to the usage of a Section 9 exemption, the Section 9 Exemption Opinion Request Form (WV-68) may be used to formally inquire about the Purchasing Division's opinion on whether a particular transaction is included in one of the existing categories of the Section 9 Exempt List. This form is only to be used when the applicability of a Section 9 exemption is questionable or unclear.

The following items comprise the non-competitive/exempt list of commodities and services that may be purchased directly by spending units without advertisement or bid.

1. **Advertising:** This exemption includes any advertisement placed directly with newspapers, trade magazines, internet publications, social media or billboards. This exemption includes broadcast television and radio advertisements placed directly with the broadcaster or publisher. Additionally, this exemption includes participation fees for trade shows, conferences or conventions. This exemption does not include any indirect placement, promotional items or advertising consultant services.
2. **Artwork and Historical Items:** This exemption includes the purchase of and service to artwork and historical items, i.e. restoring governors' portraits, refurbishing chandeliers, etc. An agency attempting to procure commodities and services under this exemption must obtain written approval from the Purchasing Division prior to making any purchase.
3. **Attorneys and Law Firms:** This exemption includes hiring attorneys and law firms in an official attorney-client capacity. Nothing in this exemption eliminates the approval or oversight residing within the Attorney General's office.
4. **Aviation Fuel:** This exemption includes the purchase of aviation fuel but excludes bulk purchases for delivery to state dispensing stations.
5. **Governmental Agencies:** This exemption only includes: 1) contracts between governmental agencies and spending units when a state or federal law requires the commodity or service be obtained from the governmental agency (any contract or purchase order issued must cite the law and maintain a copy on file); and 2) regulatory fees legally imposed by government agencies.
6. **Court Ordered Placements:** This exemption includes when placing children at various educational and/or behavioral centers when ordered by West Virginia courts or the West Virginia Department of Health and Human Resources.

7. **Entertainers:** This exemption includes individuals and/or groups contracted at the request of the state to entertain or to assist in the production of entertainment.
8. **Hospitality:** This exemption includes expenses for food, beverages, facility rental and entertainment relating to conducting state business.
9. **Media License Fees:** This exemption includes program license fees for radio or television.
10. **Medical Fees:** Included in this exemption are fees for medical services (behavioral and physical) from individual doctors, dentists, clinics, hospitals, laboratory testing facilities, audiologists, county medical examiners, physical and occupational therapists, behavioral counseling and evaluations, etc. for individual patients, inmates, students and clients where the state is responsible for payment for this one-time service. This exemption also includes programs designed for low income / uninsured patient care on an individual basis provided that the program is open to all service providers. Also, included in this exemption is body transportation for corpses and indigent burial expenses and direct award medical and psychological consultants for the purpose of determining Federal Social Security Administration Disability by the Disability Determination Services of the WV Division of Rehabilitation Services. Also included are medical fees for the purposes of determining vocational rehabilitation needs of clients of the Division of Rehabilitation Services. This exemption does not include inmate health care management, hospital management, consulting services or agreements to provide services for groups of patients, inmates, students or clients, etc. for state agencies.
11. **Postage:** This exemption includes stamps and other non-competitive mailing services from the United States Postal Service, but this does not include services available from statewide contracts.
12. **Professional Association Dues:** This exemption includes membership fees or association dues for professional associations that perform a licensing, certification or accreditation function for state employees or agencies (i.e., West Virginia State Bar, West Virginia Board of Accountancy, etc.).
13. **Railroad Car Hire Fees:** This exemption includes national association fees required from all railroads to monitor the location and use of railroad cars for the owners.
14. **Resale Items:** This exemption includes items that are acquired specifically for resale by the state agency to the general public that should be selected on the basis of quality and delivery constraints due to customer demand.
15. **Investigative Services; Subject Matter Experts and Witnesses for Administrative Hearing and Legal Proceedings:** This exemption includes obtaining investigative services and the services of a subject matter expert or witness. This exemption does not include agency consulting services or former employees retained by their agency or hired by another agency.

16. **Subscriptions and publications:** This exemption includes newspapers, textbooks and publications – electronic and hard copy – purchased directly from the publisher.
17. **Training Activities:** This exemption includes lecturers, honorariums, copyrighted test and training materials, test monitors/examination proctors, registration fees, etc., where competition is not available.
18. **Utilities Regulated by the Public Service Commission:** This exemption includes natural gas, water, sewage, electric, telephone, garbage, cable television service, connection fees, trash hauling and dumpster rental [if only one PSC approved hauler is in the area]. This exemption does not include propane gas, coal and satellite television, all of which must be competitively bid.
19. **Department of Agriculture Exemptions:** Approved exemptions for the West Virginia Department of Agriculture include purchase of livestock, the acquisition of bees for repopulation purposes and commodity processing services for USDA donated foods.
20. **Court Ordered Payments:** This exemption includes court order payment. A copy of the court order must be maintained in the agency file, unless sealed and restricted by the respective judge. If the order is sealed and restricted, an explanation must be maintained in the agency file referencing the court order. Court ordered payments are exempt from the vendor registration requirement.
21. **Intellectual Property:** This exemption includes the West Virginia Lottery's purchase of licenses to intellectual property, such as copyrighted or trademarked material, for creative use in the development of lottery products, promotions or advertising when the license can be obtained from only one source. This exemption in no way applies to software.
22. **Emergency Services (Non-Construction and Non-Architectural/Engineering "A/E"):** This exemption includes non-construction and non-A/E services that must be procured on an emergency basis when (1) formal bidding would cause the government to lose the ability to perform some critical function for itself or citizens of the State of West Virginia or (2) formal bidding would delay a response to a declared state of emergency. Any use of this exemption must be approved by the Purchasing Division Director in advance in accordance with the procedures for commodities outlined in W. Va. Code § 5A-3-15, related rules, and the ***Purchasing Division Procedures Handbook***. (For more information on emergencies related to construction or A/E services, please review the applicable law and Sections 5 and 6 of the ***Purchasing Division Procedures Handbook***).
23. **Vaccines:** This exemption includes vaccines purchased through contracts issued by the Centers for Disease Control (CDC).
24. **Transcripts from Court Reporters Employed by Court, Judge or Opposing Counsel:** This exemption includes transcripts procured from court reporters who are employed by the court, judge or opposing counsel.

25. **Commodities or services for a shared facility arrangement with the U.S. Government:** Effective July 1, 2018, commodities or services contracted by the U.S. Government and provided to a state agency when those commodities or services are: (1) offered as part of a shared facility arrangement, and (2) those commodities or services for the State cannot be easily separated from those for the U.S. Government.

ADVISORY OPINION NO. 2012-27

Issued On June 28, 2012 By The

WEST VIRGINIA ETHICS COMMISSION

OPINION SOUGHT

A **State Licensing Board** asks under what circumstances the Ethics Act allows it to purchase meals for its members and staff and, if permissible, what monetary limits apply.

FACTS RELIED UPON BY THE COMMISSION

The Requester is a State Licensing Board established under Chapter 30 of the West Virginia Code. Such Boards are commonly referred to as Chapter 30 Boards. Their members are appointed by the Governor and approved by the Senate.

Chapter 30 Boards are comprised of representative members of their regulated professions and members of the general public. These members reside in different parts of the State.

When Chapter 30 Boards meet, at times, the meetings are long. For instance, the Requester has several committees whose meetings often last from five to six hours. To accomplish its work, the Board has working meals. The Requester states that they normally order from an inexpensive restaurant such as Bob Evans and work during the meals. Agency staff members who are present to assist the Board Members also get lunch. The Board uses public funds to purchase the lunches.

CODE PROVISIONS RELIED UPON BY THE COMMISSION

W. Va. Code § 6B-2-5(b)(1) reads in relevant part: A public official ... may not knowingly and intentionally use his ... office or the ... prestige of his ... office for his ... own private gain or that of another person.

ADVISORY OPINION

In determining whether an expenditure of public funds violates the Ethics Act, the Commission relies upon the common law, West Virginia Code, Legislative Rules, Attorney General Opinions and opinion letters issued by the Auditor's Office to determine whether there is express or implied authority for the expenditure. See A.O. 2010-19 wherein the Commission ruled there was no authority for the expenditure of public funds to purchase funeral flowers.

In the present situation, the State Licensing Board states that it has a working lunch to ensure that it accomplishes the work of the board and that its decision to use public

funds for this purpose is based, in large part, upon the fact that its meetings are long and its Board Members travel from various parts of the state. In light of these facts, the Commission must determine whether the expenditure of public funds for this purpose constitutes unlawful private gain to the Board Members and staff, or whether, for purposes of the Ethics Act, it is permissible.

Generally, the expenditure of public funds is permissible if there is a legitimate government purpose for the expenditure. The Internal Revenue Service (IRS) guidelines permit meals for public employees when: (1) they are furnished on the agency's premise and (2) they are furnished for the convenience of the employer.¹ The Commission is not authorized to interpret IRS regulations; however, it finds them useful in analyzing whether the expenditure constitutes a taxable fringe benefit, or whether it is a legitimate business/governmental expenditure. If it is the latter, then this supports the conclusion that the overriding benefit is to the public and the public agency since the expenditure is made to enable the agency to perform its statutory duties. Hence, even if there is an incidental benefit to public officials or employees; still, it is a legitimate governmental business expense, not a taxable fringe benefit. Indeed, if it qualifies as a taxable fringe benefit or compensation, then it would constitute an emolument of office. Public officials are prohibited from increasing their own compensation.²

Based upon the facts presented, the Commission finds that it does not violate the Ethics Act for the Requester to provide a working meal to its members and any staff who are required to be present at the meeting as part of their job duties, when the meal is provided for the benefit of the Board, i.e. to accomplish its work. Here, the Commission finds that the meals are not being furnished with the intent of lavishing an unlawful benefit/compensation upon the Board Members, or any staff who are required to be present. Instead, they are being furnished for the convenience of the Board so that it may accomplish its mission more effectively and thereby serve the public.

Nevertheless, the Commission cautions that this opinion may not be construed as giving State Boards or Commissions unfettered authority under the Ethics Act to expend money for meals. In that regard, the Commission hereby establishes the following guidelines for such expenditures:

- State Boards or Commissions may spend a reasonable amount of public funds for meals at meetings when the meeting takes place at a time or is of such length that it makes the same reasonable.
- The Ethics Act does not authorize any governing body to recess or adjourn a meeting and go to a restaurant (or other off-site location) to consume a meal paid for with public funds. Indeed, governing bodies should take care not to schedule public meetings at private locations unless those meetings take

¹ IRS Quick Reference Guide for Public Employers

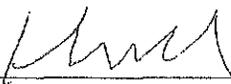
² For this reason, in A.O. 2009-02 the Commission found that a County Funded Employee Wellness Program may not be extended to elected county officials whose compensation is set by statute.

place in a public area fully accessible to the public at no cost to members of the public.

- The agency may not order lavish meals; instead, it must exercise fiscal responsibility in expending public funds on meals for its members and staff.
- The decision to purchase the meal must be based upon a legitimate government reason, i.e. that the agency is having a working lunch or dinner in order that agency business may be conducted most efficiently and effectively.
- The agency must determine whether it has funds to cover this expenditure.
- The ruling in this opinion does **not** extend to local governmental officials and agencies, e.g. City Council Members, County Commissioners or other local agencies. In A.O. 2001-18 the Commission found that the Ethics Act prohibits local government bodies from spending public funds for this purpose.
- A State Board or Commission seeking to expend money for meals at its meetings should check with the Auditor's Office to ensure that it does not run afoul of laws or regulations governing authorized expenditures.

In closing, the guidance offered herein recognizes that the expenditure of public funds for this purpose under the facts presented is acceptable under the general limitations in the Ethics Act against use of office for private gain. This guidance does not confer any benefit or establish that appointed State Board Members are entitled to a working lunch or dinner at the public's expense at each meeting. Instead, the governing body must determine whether the expenditure is consistent with fiscal responsibility and whether appropriated funds may be used for this purpose.

This advisory opinion is limited to questions arising under the Ethics Act, W. Va. Code § 6B-1-1, *et seq.*, and does not purport to interpret other laws or rules. In accordance with W. Va. Code § 6B-2-3, this opinion has precedential effect and may be relied upon in good faith by other public agencies unless and until it is amended or revoked, or the law is changed.



Jonathan E. Turak, Acting Chairperson

Advisory Opinion 2018-02

Issued on March 1, 2018, by

The West Virginia Ethics Commission

Opinion Sought

A **County Commission** asks whether it may use public funds to buy lunches for county elected officials and their staffs for an annual working lunch meeting.

Facts Relied Upon by the Commission

The County Commission ("County Commission" or "Requester") wants to have an informal working lunch meeting with each elected county official (Sheriff, Assessor, County Clerk and Circuit Clerk) and their staffs. There will be a separate lunch meeting for each office.

The purpose of each lunch meeting is for the County Commissioners to learn more about the county offices and any concerns the elected officials or employees may have about the work of their respective offices. The Requester further states: "The overall intent of these meetings is to promote communication among the offices and good relations."

The Requester wants to have the lunch meetings at a local restaurant. The stated purpose for holding the meetings at a local restaurant during the lunch hour is to enable the public officials and employees to speak freely with the County Commissioners and not be distracted by their job duties, including answering phone calls or assisting citizens who may visit to their county offices.¹

The Requester wants to use county funds to pay for the lunches. There will only be one lunch per County office for this calendar year. The estimated cost per attendee at each lunch is \$15. The County Commission may host a similar lunchtime meeting in future calendar years for the same purpose.

Provisions Relied Upon by the Commission

W. Va. Code § 6B-2-5(b)(1) provides, in pertinent part:

A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person. Incidental use of equipment or resources available to a public official or public employee by virtue of his or her position for personal or business purposes resulting in *de minimis* private gain does

¹ The Requester understands that if it holds these meetings, it must determine if the attendance of a quorum of County Commissioners at the meetings complies with the Open Governmental Meetings Act.

not constitute use of public office for private gain under this subsection. The performance of usual and customary duties associated with the office or position or the advancement of public policy goals or constituent services, without compensation, does not constitute the use of prestige of office for private gain.

Advisory Opinion

Private Gain

The Ethics Act, at W. Va. Code § 6B-2-5(b)(1), prohibits public officials from knowingly and intentionally using their public office for their own or another person's private gain. This Code section excepts from this prohibition the incidental use of public resources "for personal or business purposes resulting in *de minimis* private gain" There is also an exception for "[t]he performance of usual and customary duties associated with the office or position or the advancement of public policy goals"

If a public official or public employee makes an unauthorized expenditure, it may constitute the unlawful use of office for private gain if the overriding benefit is to the public official or employee, or another person, and not to the government agency. The Commission held in Advisory Opinion 2016-09 that "the Ethics Act permits the expenditure of public funds if there is a legitimate government purpose for the expenditure." Advisory Opinion 2015-12, *citing* 2012-27.²

The Ethics Commission's authority is limited to interpreting and enforcing the Ethics Act. The Commission does not have exclusive authority to decide if state or common law authorizes an expenditure by a local government agency or by the state of West Virginia. Instead, the Ethics Commission only has authority to determine whether a proposed expenditure violates the private gain provision of the Act.

In analyzing if a public servant complies with the Ethics Act when he or she makes an expenditure, the Commission considers, among other factors, whether the proposed expenditure is authorized elsewhere. In Advisory Opinion 2012-50, the Ethics Commission stated, "In determining whether an expenditure of public funds violates the Ethics Act, the Commission relies upon the common law, West Virginia Code, Legislative Rules, Attorney General Opinions and opinion letters issued by the Auditor's Office to determine whether there is express or implied authority for the expenditure."

As there is no bright-line test, the Commission must consider its prior precedent and applicable laws.

² Stated another way, the Commission has held that the expenditure of public funds complies with the Ethics Act if the individual private gain is counterbalanced by an overriding public benefit. Advisory Opinion 2013-38.

Prior Ethics Commission Advisory Opinions

In Advisory Opinion 1996-50, the Commission held: “[I]t would be a violation of the Ethics Act’s prohibition against use of office for private gain for the City to use general revenue funds to cater a Christmas luncheon for its employees.”

In Advisory Opinion 2001-01, a state health care agency asked if it would violate the Ethics Act if it gave free meals to agency personnel working unscheduled emergency overtime. The Commission held: “It would not be a violation of the Ethics Act for the Agency, in accordance with appropriate legislative authority, to provide or pay for employee meals when those employees are required to work unscheduled emergency overtime.”

In Advisory Opinion 2001-04, the Commission held it would not violate the Ethics Act for “public funds to be used to provide meals and beverages for the members of an agency’s board at the regular meetings of the board, if the agency’s enabling legislation authorizes it to provide meals to its board members, or to reimburse them for meal expenditures incurred while carrying out agency business.” In contrast, the Commission held “that it would be a violation for the County Commission, or its subordinate agencies, to use public funds to pay for commemorative social events such as Christmas parties or annual dinners.”

In Advisory Opinion 2001-18, the Commission ruled that an ambulance authority may not provide meals to its board members at the authority’s monthly lunchtime meetings. The Opinion states that the compensation of board members was statutorily set at \$20 per meeting. It ruled: “While noon meetings are clearly convenient, the Commission finds that free lunch is not necessary for Authority meetings and exceeds limits established for expense reimbursement. Free lunches are, therefore, not among the benefits included in the Board members’ lawful emoluments and may not be provided to them.”

In Advisory Opinion 2001-18, the Commission also considered whether the ambulance authority may provide free lunches to authority employees who were attending training sessions on their own time. The Commission ruled “[t]he Act would not prevent the Authority from offering meals and refreshments as an inducement to encourage employees to voluntarily attend such training sessions on their own time, without pay.”

In Advisory Opinion 2012-27, a state licensing board asked “under what circumstances the Ethics Act allows it to purchase meals for its members and staff, and, if permissible, what monetary limits apply.” The state licensing board had long meetings and stated it would normally order from inexpensive restaurants and work during the meals. Agency staff who were present also would eat the meals.

The Commission held that for purposes of the Ethics Act “[g]enerally, the expenditure of public funds is permissible if there is a legitimate government purpose for the expenditure.” It further held: “Based upon the facts presented, the Commission finds that it does not violate the Ethics Act for the Requester to provide a working meal to its

members and any staff who are required to be present at the meeting as part of their job duties, when the meal is provided for the benefit of the Board, i.e. to accomplish its work.”

The Opinion also established the following guidelines for this type of expenditure by state boards:

1. State boards or commissions may spend a reasonable amount of public funds for meals at meetings when the meeting takes place at a time or is of such length that it makes the same reasonable.
2. The Ethics Act does not authorize any governing body to recess or adjourn a meeting and go to a restaurant (or other off-site location) to consume a meal paid for with public funds. Indeed, governing bodies should take care not to schedule public meetings at private locations unless those meetings take place in a public area fully accessible to the public at no cost to members of the public.
3. The agency may not order lavish meals; instead, it must exercise fiscal responsibility in expending public funds on meals for its members and staff.
4. The decision to purchase the meal must be based upon a legitimate government reason, *i.e.*, that the agency is having a working lunch or dinner in order that agency business may be conducted most efficiently and effectively.
5. The agency must determine whether it has funds to cover this expenditure.
6. The ruling in this opinion does **not** extend to local governmental officials and agencies, *e.g.*, City Council Members, County Commissioners or other local agencies. In A.O. 2001-18 the Commission found that the Ethics Act prohibits local government bodies from spending public funds for this purpose. [The restriction in Advisory Opinion 2001-18 was on appointed ambulance authority board members holding their regularly scheduled meetings over the lunch hour and using public funds to provide lunch to the members].
7. A State Board or Commission seeking to expend money for meals at its meetings should check with the Auditor's Office to ensure that it does not run afoul of laws or regulations governing expenditures.

In Advisory Opinion 2012-50, a sheriff asked, in relevant part, if he could use concealed weapons funds to purchase meals for staff meetings. The Commission held “that public funds, including Concealed Weapons Funds, may **not** be used for staff meetings or meeting with other public officials, *e.g.* if the sheriff has a staff meeting with his deputies.” The Commission noted there may be exceptions to the rule: “For example, if an agency has offices around the State and twice a year brings all employees to Charleston for a meeting, then, under these circumstances, it may be permissible and applicable under Internal Revenue Service rules to provide a ‘working lunch’ if the lunch is provided for the convenience of the employer.”

In Advisory Opinion 2013-38, the Commission held that a county council “may not use public funds for a meal during a building dedication ceremony when the general public is not invited.”

In Advisory Opinion 2014-01, the Commission held that public funds could be used to provide boxed lunches to the public as well as to public officials during “County Day at the Legislature,” an event sponsored by a county Economic Development Authority.

In Advisory Opinion 2016-09, the Commission held that “state agencies may use public funds, within reason, to purchase kitchen appliances, such as water coolers, including water for the coolers, coffee makers, microwave ovens, toaster ovens and refrigerators for use by state employees at work because the individual private gain to employees is counterbalanced by an overriding public benefit to state agencies.”³

In Advisory Opinion 2016-14, the Commission held that the use of public funds by a municipal fire department to purchase coffee, when some of its public employees drank a small amount of the coffee, did not violate the Ethics Act as it was *de minimis*.

Other States

In Ohio Op. Att’y Gen. No. 82-006 (1982), the Ohio Attorney General reasoned: “Since the decision to expend public funds to purchase coffee, meals, refreshments or other amenities is a legislative decision, it must be memorialized by a duly enacted ordinance or resolution and may have prospective effect only.” (holding that coffee, meals, refreshments and other amenities are fringe benefits which may properly be provided by units of local government to their employees as a form of compensation, if authorized by the officer or body having the power to fix the compensation of such employees).

In Ohio Op. Att’y Gen. 2-487 (1986), the Ohio Attorney General held: “The State Lottery Commission may expend public funds for the provision of meals for its employees and other persons at meetings of the Commission or at meetings related to the business of the Commission only where the Commission has determined that the provision of such meals is necessary to the performance of a function or duty expressly or impliedly conferred upon the Commission by statute and if its determination is not manifestly arbitrary or unreasonable.”

In Ark. Op. Att’y Gen. No. 2012-138 (Feb. 20, 2013), the Arkansas Attorney General was asked various questions, including if a county may use public funds to provide food items to employees for training sessions conducted over lunchtime. The Attorney General did not establish a bright-line test for determining if the expenditure was permissible. He further opined he did not have the ultimate authority to decide the issue as “testing both

³ The Commission, in Advisory Opinion 2012-50, provided a summary of its past holdings on what constitutes a permissible use of public funds under the Ethics Act. Some of these Advisory Opinions and others offer insight into the question presented here. For examples, see Advisory Opinion 2015-07 (meals for public officials at chamber of commerce meetings are not permissible), 2010-19 (funeral flowers are not authorized) and Advisory Opinion 2011-05 (meals at Rotary meetings are not authorized).

the existence of such authorization and its constitutional propriety falls ultimately to the judiciary” The Opinion states:

To reiterate, among the factors that bear on your question are whether a particular activity has been legislatively acknowledged as serving a public purpose, whether a challenged expenditure is reasonably related to that activity and whether the personal benefit accorded to individuals as a result of the expenditure might reasonably be described as incidental.

...

Determining whether such conditions have been met necessarily involves a factual inquiry, rendering it impossible for me to provide a global answer to your question.

Authorized Expenditure – State of West Virginia

The West Virginia Supreme Court, in determining when the State Auditor may refuse to pay a requisition, stated:

It is the duty of the Auditor to refuse payment of a requisition for expenditure of public funds,

- a. If there is no appropriation for the proposed expenditure;
- b. if there is no statute, State or Federal, authorizing the proposed expenditure;
- c. if the statute authorizing the proposed expenditure is unconstitutional;
- d. if the appropriation for the proposed expenditure is not for a public purpose;
- e. if the requisition for the proposed expenditure shows on its face that it is for a public or other lawful purpose, but the Auditor has reasonable proof available that, in fact, the money has been spent, or is proposed to be spent, for personal or private gain.

State ex rel. Foster v. Gainer, 166 W. Va. 88, 90–91, 272 S.E.2d 666, 667 (1980), citing 45 W. Va. Op. Atty. Gen. 583, 601 (1954). See also 65 W. Va. Op. Att’y Gen. No. 6 (July 2, 1993). (While the State Auditor does not approve the individual expenditures of county commissions, this Opinion is relevant in determining when a fiscal body may make or approve an expenditure.)

The State Auditor has an opinion on the Auditor's website under Local Government section (under "Correspondence Search") written by the State Department of Tax and

Revenue on October 17, 1996, to Brenda Lemon, Interim City Auditor, City of Charleston. The State Tax Department opined that the City of Charleston did not have authority to have a Christmas lunch for its employees. There is no [municipal] statutory authorization for the purchase of food for city employees except as follows: 1. Code § 8-12-5 (51) authorizes a city to expend funds for the advertisement of the city and the entertainment of visitors; 2. Code § 8-12-5 (52) authorizes a city to conduct programs to improve community relations and public relations generally and to expend funds for such purposes. Under both of these situations, food and any other expenses of a Christmas lunch would have to be available to the general public so that not only city employees are the recipients of the benefits." (This opinion does not address the laws governing the expenditure of public funds for meals by county commissions.)

In 43 W. Va. Op. Att'y Gen. 556 (1950), the Attorney General was asked if county courts (county commissions) have implied authority to expend public funds to reimburse their officers for travel expenses for national association meetings. The Opinion states:

[W]e are of the opinion that a fiscal body can now expend money, if authorized to do so, whether such authorization is expressly given or arises by necessary implication.

The Opinion concludes:

We are therefore of the opinion that fiscal bodies such as county courts, municipal councils and boards of education have implied authority to expend public funds to reimburse their officers for expenses of travel to national association meetings, provided that it appears to such bodies that such expenses are reasonable and that attendance at such meeting was of commensurate benefit to the department the attending officer represents and to the public

An Attorney General Opinion also states: "In considering the validity of an appropriation by a county court to a local development corporation, it is necessary to determine (1) whether or not the appropriation is for a public purpose" 51 W. Va. Op. Att'y Gen. 759 (1966).

In analyzing what constitutes a public purpose, other West Virginia Attorney General Opinions state: "The authorities agree that what constitutes a public purpose is not easy to define, and that no definition has been framed that will fit all cases. 84 C.J.S. 65; 51 Am. Jur. 378." 51 W. Va. Op. Att'y Gen. 330 (1965), and "What constitutes a 'public purpose' cannot be answered with a precise definition." 51 W. Va. Op. Att'y Gen. 759 (1966). The West Virginia Supreme Court has held: "What constitutes a public purpose varies with changing conceptions of the scope and function of government." *State ex rel. W. Virginia Hous. Dev. Fund v. Waterhouse*, 158 W. Va. 196, 215, 212 S.E.2d 724, 735 (1974)

Conclusion

If state law gives a public official or employee express or implied authority to expend public funds for a specific purpose, then normally it does not violate the Ethics Act if he or she expends money for that purpose.⁴ To determine if there is express or implied authority for the expenditure, the Commission must examine the West Virginia Code, common law, Legislative Rules, Attorney General Opinions and opinion letters issued by the Auditor's Office. Advisory Opinion 2012-50.

The Ethics Commission is unable to find any provision in the state Code establishing whether a county commission may expend public funds for a working lunch meeting. The Commission therefore concludes there is no express authority in the state Code for the expenditure.⁵

As there is no express authority to purchase the lunches, the Commission must next consider whether the Requester has implied authority to purchase the lunches. See 43 W. Va. Op. Att'y Gen. 556 (1950) (counties may make expenditures if they have express or implied authority). The Legislature has statutorily given county commissions various powers, including the authority to "supervise the general management of the fiscal affairs and business of each county." W. Va. Code § 7-1-5.

If the use of public funds to host an annual working lunch relates to the general management of the fiscal affairs and business of the county, it is arguably an authorized expenditure "by necessary implication." 43 W. Va. Op. Att'y Gen. 556. See also *State ex rel. Foster v. Gainer*, 166 W. Va. 88, 90-91, 272 S.E.2d 666, 667 (1980) (citing to whether there is a "public purpose" for an expenditure as one of five factors to consider if an expenditure is permissible). Based upon information and belief, neither the West Virginia Supreme Court nor the Office of the West Virginia Attorney General has issued an opinion answering the question of whether the general powers of county commissions to manage the fiscal affairs and business of the counties gives them implied authority to expend public money for working lunches.

In the absence of clear legal precedent defining the scope of the powers conferred on county commissions, the Ethics Commission is unable to determine whether there is implied (or express) authority for the expenditure.⁶ **The Requester may consider**

⁴ One exception, as noted in *State ex. rel Foster v. Gainer*, is "if the requisition for the proposed expenditure shows on its face that it is for a public or other lawful purpose, but ..." there is "reasonable proof available that, in fact, the money has been spent, or is proposed to be spent, for personal or private gain." *Id.*

⁵ The West Virginia Supreme Court has held: "The county court [commission] is a corporation created by statute, and can only do such things as are authorized by law, and in the mode prescribed." *Butler v. Tucker*, 187 W. Va. 145, 146, 416 S.E.2d 262, 263 (1992), Syllabus point 5, *Goshorn's Ex'rs v. County Court of Kanawha County*, 42 W. Va. 735, 28 S.E. 452 (1896).

⁶ The Commission finds this case is distinguishable from Advisory Opinion 2012-50 in which a sheriff proposed purchasing lunches with concealed weapons funds for staff meetings and/or meetings with other public officials or citizens. The Ethics Commission held that the lunches were not permissible. In making this finding, the Commission cited W. Va. Code § 61-7-4(c) which restricts the purpose for which the

asking its County Prosecutor to request an opinion from the Office of the Attorney General as to whether county commissions have express or implied authority or a legitimate public purpose to expend public funds for a working lunch for county employees. The Requester may also want to seek guidance from the State Auditor's Office. If the Office of the Attorney General or Auditor's Office opines there is express or implied authority for the expenditure, then the expenditure of public funds for this purpose would not violate the Ethics Act.

This Advisory Opinion is based upon the facts provided. If all material facts have not been provided, or if new facts arise, the Requester must contact the Ethics Commission for further advice as it may alter the analysis and render this Opinion invalid. This Advisory Opinion is limited to questions arising under the Ethics Act, W. Va. Code §§ 6B-1-1 through 6B-3-11, and does not purport to interpret other laws or rules.

In accordance with W. Va. Code § 6B-2-3, this Opinion has precedential effect and may be relied upon in good faith by public servants and other persons unless and until it is amended or revoked or the law is changed.


Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

concealed weapons funds may be used. This Code provision states: "Any surplus in the fund on hand at the end of each fiscal year may be expended for other law-enforcement purposes or operating needs of the sheriff's office, as the sheriff may consider appropriate."

Advisory Opinion 2018-04

Issued on March 1, 2018, by

The West Virginia Ethics Commission

Opinion Sought

A **State Agency Manager** asks what is a reasonable cost for meals for which public officials or public employees may seek reimbursement when the meals are consumed incident to the course of their public job duties. The Requester further asks whether it is appropriate to allow reimbursement for more expensive meals for senior staff and elected officials than those provided to other staff at the same lunch or dinner meeting.

Facts Relied Upon by the Commission

The Requester states that he is seeking "guidance regarding standards or considerations for determining the 'reasonableness' of the costs for which public officials and employees may request reimbursement for meals consumed incident to the course of their duties" when they are not traveling.

Provisions Relied Upon by the Commission

W. Va. Code § 6B-2-5(b)(1) provides, in pertinent part:

A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person. Incidental use of equipment or resources available to a public official or public employee by virtue of his or her position for personal or business purposes resulting in *de minimis* private gain does not constitute use of public office for private gain under this subsection. The performance of usual and customary duties associated with the office or position or the advancement of public policy goals or constituent services, without compensation, does not constitute the use of prestige of office for private gain.

Advisory Opinion

Private Gain

If a public official or public employee makes an unauthorized expenditure, it may constitute the unlawful use of office for private gain if the overriding benefit is to the public official or employee, or another person, and not to the government agency. W. Va. Code § 6B-2-5(b)(1). The Ethics Act excludes from the private gain prohibition the incidental use of public resources "for personal or business purposes resulting in *de minimis* private

gain” There is also an exception for “[t]he performance of usual and customary duties associated with the office or position or the advancement of public policy goals” *Id.*

The Commission held in Advisory Opinion 2016-09 that “the Ethics Act permits the expenditure of public funds if there is a legitimate government purpose for the expenditure. “*Id. citing* Advisory Opinions 2015-12 and 2012-27.¹ The Ethics Commission’s authority, however, is limited to interpreting and enforcing the Ethics Act. The Commission does not have exclusive authority to decide whether state or common law authorizes an expenditure by a local government agency or by the state of West Virginia. The Ethics Commission only has authority to determine whether a proposed expenditure violates the private gain provision of the Act.

In analyzing if a public servant complies with the Ethics Act when he or she makes an expenditure, the Commission considers, among other factors, whether the proposed expenditure is authorized elsewhere. In Advisory Opinion 2012-50, the Ethics Commission stated, “In determining whether an expenditure of public funds violates the Ethics Act, the Commission relies upon the common law, West Virginia Code, Legislative Rules, Attorney General Opinions and opinion letters issued by the Auditor’s Office to determine whether there is express or implied authority for the expenditure.”²

Reasonable Expense Reimbursement for Meals

State public officials or employees may be reimbursed for meals if there is express or implied legal authority to use appropriated public funds for that purpose. For instance, in Advisory Opinion 2001-01, a state health care agency asked whether providing free meals to agency personnel working unscheduled emergency overtime would violate the Ethics Act if the Legislature authorized this expenditure. The Commission held: “It would not be a violation of the Ethics Act for the Agency, in accordance with appropriate legislative authority, to provide or pay for employee meals when those employees are required to work unscheduled emergency overtime.”

There appears to be no statute or Legislative Rule governing when or in what amounts public funds may be used for employee meals when the employee is not traveling. Further, there is no statute directing any branch of government to adopt rules governing this type of expenditure. In contrast, the Legislature has expressly directed the governor and other state officials to promulgate rules that govern the travel of state officials and employees and reimbursement therefor. *W. Va. Code* § 12-3-11.

The Ethics Commission noted in Advisory Opinion 2012-27 that meals provided incident to a state licensing board meeting, pursuant to the guidelines set forth in the Opinion,

¹ Stated another way, the Commission has held that the expenditure of public funds complies with the Ethics Act if the individual private gain is counterbalanced by an overriding public benefit. Advisory Opinion 2013-38.

² The Commission, in Advisory Opinion 2012-50, provided a summary of its past holdings on what constitutes a permissible use of public funds under the Ethics Act.

should not be "lavish." In the absence of a statutory provision or other validly promulgated rule or regulation governing reimbursement amounts for this type of expenditure, the Ethics Commission finds that a state agency complies with the Ethics Act if it authorizes reimbursement for these expenditures at rates which do not exceed the reimbursement rates for meals set forth in West Virginia Travel Rules ("Travel Rules") which are promulgated by the West Virginia Division of Purchasing Travel Management Office. The Travel Rules use the rates prescribed by the United States General Services Administration ("GSA") on a yearly basis.

The GSA states on its website:

5 U.S.C § 5702 gives the Administrator of the U.S. General Services Administration (GSA) the authority to establish the system of reimbursing Federal employees for the subsistence expenses (lodging, meals, and incidentals) of official travel. The law governs how GSA sets rates today, and allows the GSA Administrator to establish locality-based allowances for these expenses with a reporting requirement back to Congress.

General Services Administration, <https://www.gsa.gov/travel/plan-book/per-diem-rates/frequently-asked-questions-per-diem#1> (Feb. 13, 2018, 1:40 PM).

The GSA website further states:

Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the lower 48 Continental United States (CONUS).

Id. The GSA publishes a "Meals and Incidental Expense (M&IE)" breakdown each fiscal year by geographic region.

For example, the M&IE expense for Charleston, West Virginia for this fiscal year is \$54.³ A separate GSA table gives a monetary limit for each meal by region.⁴ The current limits for meals for Charleston, West Virginia are:

- Breakfast - \$12
- Lunch - \$13
- Dinner - \$24⁵

³ GSA, https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=WV&fiscal_year=2018&zip=&city= (Feb. 13, 2018, 1:40 PM).

⁴ GSA, <http://www.gsa.gov/mie> (Feb. 13, 2018, 1:50 PM).

⁵ For the M&IE breakdown there is an allowance for incidental expenses. For Charleston, it is \$5. This fact, however, is not relevant to the Commission's analysis of a reasonable meal expense.

In conclusion, the Ethics Commission finds that if a public official or employee is legally authorized to seek reimbursement for a meal, while traveling or not traveling, and is reimbursed for the meal at a rate that does not exceed the rate established by the West Virginia Travel Rules for the fiscal year in which he or she seeks reimbursement, this satisfies the requirements of the Ethics Act.

The Requester also asks whether it is permissible to provide more expensive meals to elected officials and senior staff. This practice does not *per se* violate the Ethics Act if the cost of the meal is within the limits prescribed herein.⁶ The question of whether this practice is good public policy is beyond the jurisdiction of the Ethics Commission.

Nothing in this Opinion is granting express or implied authority to spend public funds for meals under the Ethics Act.

Before purchasing meals for its officials, employees or other persons, a public agency should review applicable laws to determine if there is express or implied authority for the expenditure.⁷ Further, a public agency may consider requesting an opinion from the Office of the Attorney General as to whether it has express or implied authority or a legitimate public purpose to expend public funds for meals.⁸

⁶ Whether a public official or employee violates the Ethics Act requires a fact specific inquiry through the formal complaint process. There could be occasions where an expenditure of this type violates the Act. For example, the West Virginia Supreme Court, in determining when the State Auditor may refuse to pay a requisition, stated:

It is the duty of the Auditor to refuse payment of a requisition for expenditure of public funds,

- a. if there is no appropriation for the proposed expenditure;
- b. if there is no statute, State or Federal, authorizing the proposed expenditure;
- c. if the statute authorizing the proposed expenditure is unconstitutional;
- d. if the appropriation for the proposed expenditure is not for a public purpose;
- e. if the requisition for the proposed expenditure shows on its face that it is for a public or other lawful purpose, but the Auditor has reasonable proof available that, in fact, the money has been spent, or is proposed to be spent, for personal or private gain.

State ex rel. Foster v. Gainer, 166 W. Va. 88, 90–91, 272 S.E.2d 666, 667 (1980), citing 45 W. Va. Op. Atty. Gen. 583, 601 (1954).

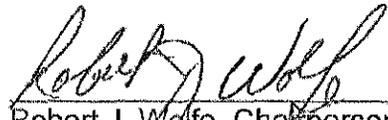
⁷ The Internal Revenue Service (IRS) states in its Quick Reference Guide for Public Employers that meal expenses are excludable income if: "[T]hey are furnished on your business premises and they are furnished for your convenience." I.R.S. Publication 5138 (2-2014) at p. 13. While the IRS recognizes that some meals in the public or private sector are furnished for the convenience of the employer, before providing any meals to public officials or employees, a state agency or local government body should ensure that it has authority to expend public money for that purpose.

⁸ For example, the Office of the Attorney General issued an opinion in which it held: "[W]e are of the opinion that there is no statutory authority for the reimbursement of members of the Commission's citizen task forces for their meals and mileage when attending task force meetings. Without specific statutory

An agency should also review Advisory Opinions issued by the Ethics Commission.

This Advisory Opinion is based upon the facts provided. If all material facts have not been provided, or if new facts arise, the Requester must contact the Ethics Commission for further advice as it may alter the analysis and render this Opinion invalid. This Advisory Opinion is limited to questions arising under the Ethics Act, W. Va. Code §§ 6B-1-1 through 6B-3-11, and does not purport to interpret other laws or rules.

In accordance with W. Va. Code § 6B-2-3, this Opinion has precedential effect and may be relied upon in good faith by public servants and other persons unless and until it is amended or revoked or the law is changed.



Robert J. Wolfe, Chairperson
West Virginia Ethics Commission

authorization, it must be concluded that the Commission lacks the authority to make such reimbursements.”
64 W. Va. Op. Att’y Gen. No. 19 (Feb. 24, 1992)

STATE OF WEST VIRGINIA TRAVEL RULES

FILED

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Section 1. General

1.1 Scope – These Travel Rules govern travel by all State of West Virginia officers, board members, employees, consultants, contractors and anyone authorized to be reimbursed travel expenses by or on behalf of the State of West Virginia, and includes all in-state, out-of-state and international travel. An entity with authority pursuant to W. Va. Code §12-3-11 to promulgate rules concerning out-of-state travel is encouraged to utilize these Travel Rules and make exceptions when it determines the exceptions are in its best interests.

1.2 Authority – West Virginia Code §12-3-11.

1.3 Effective Date – July 1, 2015.

1.4 Definitions

For purposes of these Rules, the following terms are defined:

1.4.1 "Duty Station" is the city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.

1.4.2 "E-Travel System" means the electronic tool approved for planning, authorizing and submitting reimbursement requests for business-related travel expenses.

1.4.3 "FMO" means the State of West Virginia Fleet Management Office.

1.4.4 "Ghost Account" means the State Travel Card Program.

1.4.5 "GSA" means the U.S. General Services Administration.

1.4.6 "Purchasing Card" means the payment account issued by the financial institution and administered by the State Auditor to make payment for transactions.

1.4.7 "Rules" means these Travel Rules.

1.4.8 "Spending Unit" means a department, agency, board or institution of state government for which an appropriation is requested, to which an appropriation is made by the West Virginia Legislature, or which files an expenditure schedule with the State Budget Office.

1.4.9 "Spending Unit Officer" means a person with authority to approve Travel Authorization and Travel Expense Account Settlement Forms.

- 1.4.10 "State" means the State of West Virginia and any Spending Unit.
- 1.4.11 "Third Party Booking" means using an internet travel site such as Expedia, Travelocity, Orbitz, Kayak, Hotels.com and the like, where a Traveler may research and book travel reservations.
- 1.4.12 "TMO" means the State of West Virginia Travel Management Office.
- 1.4.13 "Travel Authorization" means the form/format approved by the TMO that is to be used for approving travel under these Rules whether in an electronic travel management solution or on paper.
- 1.4.14 "Travel Expense Report" means the form/format approved by the TMO that is to be used for settling all travel related expenses incurred pursuant to these Rules, whether in an electronic travel management solution or on paper.
- 1.4.15 "Traveler" means a State of West Virginia officer, board member, employee, consultant, contractor and anyone authorized to be reimbursed travel expenses by or on behalf of the State.
- 1.4.16 "Travel Status" is defined as the authorized period of travel time away from the official workstation commencing with the time of departure and ending with the time of return.

Section 2. General Information

- 2.1 The State has an "accountable plan" for reimbursement of travel expenses and will only reimburse for actual expenses or in an amount deemed substantiated.
- 2.2 Authority to manage, approve, or disapprove travel and travel-related expense is delegated exclusively to the Spending Unit Officer of a Spending Unit. Authority may be revoked by the TMO.
- 2.3 Travel may be authorized only for official business and only if the Spending Unit has the financial resources to reimburse the Traveler for travel expenses.
- 2.4 Travel expenses will be reimbursed for legitimate and reasonable expenses considered necessary for the proper conduct of State business in accordance with these Rules.
- 2.5 The Spending Unit Officer may develop administrative policies and procedures for the Spending Unit, consistent with these Rules, to provide additional guidance to employees and others traveling on behalf of the Spending Unit.
- 2.6 A Traveler is considered in "travel status" when he or she is traveling on behalf of

the State, which includes leaving his/her assigned official work location to perform duties at other locations.

- 2.7 Approval to travel must be secured in advance by the Traveler from the Spending Unit providing reimbursement. The Travel Authorization shall be used as required by the authorizing Spending Unit in the E-Travel system.
- 2.8 The responsibility to audit a Traveler's expense report lies with the Spending Unit. Approval of a Traveler's expense report by the Spending Unit means that the Travel Expense Report meets all criteria established by these Rules for reimbursement. The Spending Unit shall audit and submit an accurate Travel Expense Report for reimbursement to the State Auditor's Office within fifteen (15) days after completion of travel.
- 2.9 Travelers must use state contracts for travel services, or deal directly with the service vendor. Third Party Booking sites shall not be used.
- 2.10 Travelers are personally responsible for submitting all required, valid receipts for travel to his/her Purchasing Card Coordinator for expenses paid by a Purchasing Card.

Section 3. Reimbursement

- 3.1 Reimbursement of travel expenses incurred by consultants, contractors and non-employees will be in accordance with these Rules, unless otherwise specified in the purchase order or contract with the State.
- 3.2 Reimbursement of travel expenses paid from federal, state and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in these Rules; otherwise, these Rules shall govern the reimbursement.
- 3.3 Travel Expense Reports must be completed by the Traveler in the State's E-Travel System and have all required receipts and forms attached before submitting to the Spending Unit.
- 3.4 Spending Units are responsible for auditing Travel Expense Reports. The E-travel System will contain logic to assist with compliance, but approval of a Travel Expense Report is required by a Spending Unit Officer to certify the Report meets all criteria established by these Rules.
- 3.5 Itemized receipts are required for expenses claimed in excess of \$75.00 unless otherwise specifically addressed in these Rules.
- 3.6. When a receipt is required, the receipt must be the valid, itemized receipt issued by the vendor or service provider documenting the transaction.

- 3.7 When an acceptable form of receipt is not available, a Traveler shall create, in paper or electronic form, an itemized list reflecting the goods or services purchased, vendor name, date of purchase and price. The physical or electronic signatures of the Traveler and the Spending Unit employee with signature authority for travel are required, along with whatever receipt or other documentation is available.

Section 4. Meals

- 4.1 Meal expense reimbursement is based on the temporary duty location and is not to exceed the maximum per diem established by the federal government. Alcohol and entertainment expenses are specifically excluded. Meal reimbursement is allowed when lodging is listed as "gratis" or "no charge."
- 4.2 Meal and incidental rates differ by travel location; incidentals are included in the meal per diem and are therefore not separately reimbursable. Examples of incidental expenses are fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants; transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the temporary duty site; and mailing cost associated with filing travel vouchers and payment of government charge card billings.
- 4.3 Meal expenses are reimbursable for travel requiring overnight lodging.
- 4.4 A Traveler may request a cash advance for meals and/or mileage through the E-Travel System if approved by the Spending Unit.
- 4.5 Current rates and an example of the per diem meal breakdown may be found at the TMO website at www.state.wv.us/admin/purchase/travel.
- 4.6 Adjustments to Per Diem Rates
- 4.6.1 Exceptions may be granted to per diem rates in situations when authorized by the Spending Unit Officer. When expenses are approved in excess of per diem rates, itemized receipts are required for the meal and incidental expenses for the entire day.
- 4.6.2 On the first and last days of travel of an overnight trip when no meals are provided, the allowable reimbursement is based on 75% of the federal government's per diem rate for the specific city. Departure or arrival times are not considered. If a meal(s) is provided gratis or included within a registration fee of the business travel, the per diem rate must be reduced by the appropriate amount
- 4.6.3 A meal provided by a common carrier or as a *complimentary* meal provided by a hotel/motel does not reduce the maximum per diem rate.

4.7 Extraordinary Meal Expense Reimbursement

- 4.7.1 Meal expenses for single day travel are not reimbursable unless the Traveler is in travel status for more than 12 hours in a 24 hour period and reimbursement has been approved by the Spending Unit Officer. The maximum reimbursement is 75% of the GSA rate. Date and time of departure and return must be clearly noted on the Travel Expense Report.
- 4.7.2 Travelers providing Guardian Travel, e.g., transporting or accompanying clients, patients, students or others entrusted to a Spending Unit for its care, education or placement, may be reimbursed the cost of companion meals, not to exceed the maximum per diem. Receipts (or the student signature form) are required to be attached to the Travel Expense Report.
- 4.7.3 Travelers in undercover operations, law enforcement personnel and others in certain occasional overtime situations, at the direction and with the written approval of the Spending Unit Officer, may be reimbursed for their meal expenses. Spending Units must keep appropriate documentation on file.

Section 5. Transportation

5.1 Air Transportation

5.1.1 Commercial Airlines

- 5.1.1.1 Allowable reimbursement for commercial airline travel shall include the actual cost for the least expensive logical fare via the most direct route, or a reasonable alternative route if it results in a lower fare.
- 5.1.1.2 Travelers must make air travel bookings through the states E-Travel System to secure the least expensive airfare possible. Reimbursement for tickets where reservations were not made through the State's E-Travel System requires authorization from the TMO.
- 5.1.1.3 Electronic tickets (E-tickets) are the industry standard and are issued automatically unless a paper ticket is specifically requested by the Traveler. Costs for obtaining paper tickets are not reimbursable. E-tickets are sufficient for traveling and reimbursement.
- 5.1.1.4 Airfare should be paid by a Purchasing Card or Ghost account.
- 5.1.1.5 Inappropriate Actions

5.1.1.5.1 Travelers may not deliberately cause increased costs or delays to obtain personal gratuities, such as denied boarding compensation, frequent flier points or mileage or other benefits. Conversion of airline tickets for personal benefit, such as downgrading tickets, returning unused tickets for cash, credit or personal airline tickets or other similar action is prohibited.

5.1.1.5.2 Travelers may not specify a particular airline to accumulate mileage or promotional plans such as frequent flyer programs if it results in a higher fare. Travelers may retain frequent flyer points properly accumulated.

5.1.1.5.3 If an increase in airfare is caused by the Traveler without legitimate excuse, the increased costs of the airfare are a personal expense of the Traveler and will not be reimbursed. If an increase in airfare is incurred through no fault of the Traveler and the Spending Unit Officer has approved the increase, the increased cost is reimbursable.

5.1.1.6 The travel agency should be notified immediately if airline tickets are unused or refundable for proper credit or refund.

5.1.2 Non-Commercial Aircraft Service

5.1.2.1 For any state-owned or private aircraft services to be used, Travelers are to contact the Aviation Division of the Department of Administration.

5.2 Ground Transportation

5.2.1 Generally

5.2.1.1 A Traveler may use a privately-owned, state-owned, or a commercial rental vehicle for ground transportation.

5.2.1.2 A Traveler must possess a valid operator's license to drive a vehicle while traveling on behalf of the State.

5.2.1.3 The Traveler is responsible for following all applicable laws and requirements while driving and for any fines and/or penalties resulting from citations, charges or warrants attributable to the

operator. Such fines and/or penalties are not reimbursable expenses.

5.2.1.4 When a Traveler requests to drive his or her personal vehicle rather than fly for business, reimbursement shall be based on actual in-transit expenses (mileage and other costs incurred while in-transit, such as lodging, meals, parking, etc.), not to exceed the least expensive logical commercial airline cost plus local transportation to and from the airport and parking (where required).

5.2.1.5 Travel between the place of residence and the official workstation is not reimbursable. A manager may deem that the point of travel may start from the employee's place of residence rather from the workstation when the miles from the place of residence to the destination would be less than the miles from the workstation to the destination.

5.2.2 Privately-Owned Vehicles

5.2.2.1 Privately-owned vehicles may be used for state travel with Spending Unit approval when Spending Unit owned or leased vehicles are unavailable. A privately-owned vehicle should not be used when reimbursement costs are expected to exceed \$50.00 per day or mileage reimbursement is expected to cost more than the cost of commercial travel (air, rental car, etc.).

5.2.2.2 Mileage allowance for privately owned vehicles engaged in State business will be based on the GSA rate in effect at the time of the travel. The rate covers all operating costs such as fuel, maintenance, insurance, etc., and no additional reimbursement will be made for such expenses.

5.2.2.3 The mileage allowance will be based on the shortest practical route to and from the destination.

5.2.2.3.1 Travel for which mileage is claimed shall normally begin and end at the Traveler's official work location.

5.2.2.3.2 Travel commencing before or after the work day for which mileage is claimed shall begin from either the traveler's official work location or the Traveler's home, whichever is closer to the destination.

5.2.2.4 Receipts are not required for mileage reimbursement when using privately-owned vehicles.

5.2.2.5 Insurance

5.2.2.5.1 Owner's personal insurance will be primary for liability insurance coverage. Owner should contact their automobile insurer to discuss coverage available/required when using their own vehicle on State business.

5.2.2.5.2 The State's insurer, BRIM (Board of Risk & Insurance Management), will provide excess liability coverage for additional protection to the Traveler using their personal vehicle in the course of State business. Being excess, BRIM's coverage will only be available after the vehicle owner's coverage is exhausted.

5.2.2.5.3 BRIM does not provide coverage that will pay for damage to a personal automobile regardless of the cause. Further, BRIM will not pay the owner's physical damage deductible.

5.2.3 State-Owned Vehicles

5.2.3.1 A Traveler desiring to use a state-owned vehicle should contact the Spending Unit Fleet Coordinator or the FMO. Please see the Legislative Rule for State-Owned Vehicles, 148 CSR 3.

5.2.3.2 Expenses, such as gasoline, parking and tolls, not chargeable to the vehicle's gas card are reimbursable upon the Traveler providing a valid itemized receipt for expenses exceeding \$75.

5.2.4 Commercial Rental Vehicles

5.2.4.1 A commercial rental vehicle should only be used when a temporary need arises, a state vehicle is unavailable and the cost will be less than the reimbursement associated with a privately-owned vehicle. Only the Traveler renting the commercial rental vehicle is permitted to operate the vehicle. If state employees are traveling together it must be noted on the rental agreement if they will operate the vehicle.

5.2.4.2 The Purchasing Card or Ghost Account are the only acceptable methods of payment when renting a vehicle. Reimbursement for rentals made outside of the statewide car rental contract requires authorization from the TMO.

- 5.2.4.3 Travelers must use the State contract for car rental services, unless the State contracts for car rental services do not have:
- a. a location in the specific area,
 - b. the type of vehicle needed, or
 - c. the vehicle for the duration needed.

All contracted rates are accessible through the E-Travel System. If the State contract for car rental services is not used, then the Traveler must note the reason on the Travel Expense Report.

- 5.2.4.4 For travel of more than a few days in duration, weekly rental rates may be reimbursed if they result in a lower total cost than the daily rate.
- 5.2.4.5 Reimbursement for commercial rental vehicles will be made at actual cost for the daily rental charge for a mid-size or smaller vehicle, plus mileage fees and fuel costs.
- 5.2.4.6 Reimbursement may be made for a full-size vehicle if more than three (3) people are traveling together on business and for larger vehicles if a group of five (5) or more is traveling together.
- 5.2.4.7 Larger vehicles may be rented when situations warrant (i.e. negotiating rough terrain, transporting large groups of people or equipment or other extenuating circumstances) as approved by the Spending Unit Officer.
- 5.2.4.8 Collision Damage Insurance (CDW)
- 5.2.4.8.1 The state contract(s) for car rental services may provide CDW insurance for some vehicles that are excluded by the Purchasing Card.
 - 5.2.4.8.2 The Purchasing Card provides CDW coverage at no cost for rentals up to 31 days.
 - 5.2.4.8.3 No other insurance or insurance-like product is reimbursable for rental vehicles used in the United States, unless required by law. Full coverage insurance is a reimbursable expense for any approved rental vehicle used outside the United States.
- 5.2.4.9 The Purchasing Card does not cover the rental of trucks, campers, off-road vehicles, trailers, motorized bikes,

motorcycles and motorized scooters, antique cars, high value, special interest and exotic cars, or vans that seat more than eight (8) occupants.

5.2.4.10 A receipt or documentation is required for reimbursement of vehicle rental and mileage charges or fees.

5.2.4.11 Reimbursement may be made for actual fuel costs, supported by valid, itemized receipts.

5.2.4.12 Vehicles should be returned to the rental agency with a full tank of fuel. Unless rental location provides gas at a lower rate, documentation required.

5.3 Rail Service

5.3.1 Travelers shall make advance bookings for rail service through the Statewide Contract for Travel Services, using the least expensive logical fare via the most direct route or other reasonable route that results in a lower fare.

5.3.2 The cost of rail service should be paid by a Purchasing Card or Ghost account.

5.4 Other Ground Transportation

5.4.1 When courtesy transportation is provided by a hotel, motel, or other service facility, the Traveler is encouraged to use such service.

5.4.2 Travelers may be reimbursed for taxi, bus, and other forms of public transportation. Receipts are not required if under the limit authorized by the TMO, currently \$75.

Section 6. Lodging

6.1 Lodging for a Traveler is reimbursable where the distance is more than fifty (50) miles from his or her official work location or home, whichever is the shorter distance, and an overnight stay is required.

6.2 Travelers should use the E-Travel system to secure the lowest rate available at a reasonably priced facility. Most hotels and motels offer special reduced rates to Travelers which are stored in the system.

6.2.1 Travelers shall not book lodging through a Third Party Booking vendor. Third party vendors are unable to provide an itemized invoice or folio for reimbursement and may charge services fees that are not reimbursable.

- 6.3 The lodging facility location should be as convenient as possible to the location where business is being conducted.
- 6.4 Allowable reimbursement for lodging shall include the actual expense for overnight accommodations and all applicable taxes and surcharges. Employees are reimbursed for lodging up to the maximum per diem established by the federal government. Travelers may request reimbursement above the per diem, not to exceed 300 percent (300%) of the maximum per diem allowance. Request for reimbursement above the per diem allowance should be made in advance of travel. Reimbursement above per diem following travel may be granted subject to Spending Unit approval.
- 6.5 Sales tax is to be paid if the lodging facility is located outside the State of West Virginia. When using the Purchasing Card for travel, purchases made with this card for in-state travel are exempt from any form of taxation.
- 6.6 If more than one Traveler shares a room, one of the Travelers may claim the total charge at the rate charged for the number of persons in one room; each Traveler will need to be referenced on the other Travel Expense Account Settlement Forms. They may also request the total charge be split between them accordingly and each issued their own separate folio or receipt.
- 6.7 Receipts are required for lodging reimbursement. A valid, itemized invoice or folio shall be the official document utilized for reimbursement to the Traveler.
- 6.8 If an increase in the lodging charge is incurred due to the Travel being directed by a Spending Unit Officer to change travel plans or due to extenuating circumstances arising beyond the control of the Traveler, then the increase is reimbursable. Increased charges incurred due to the Traveler's failure to notify the lodging facility are the personal expense of the Traveler and are not reimbursable.

Section 7. Registration Fees

- 7.1 Registration fees and event-related materials for meetings, conferences, seminars, and/or workshops are reimbursable.
- 7.2 Receipts are required for reimbursement. The receipt or documentation provided by the event sponsor shall be sufficient for reimbursement.
- 7.3 Travelers are to adjust meal reimbursement (per diem) requests for meals included with the registration fee.
- 7.4 Traveler should verify acceptable payment methods with the event sponsor prior to attending. Registration fees should be charged on a Purchasing Card when possible.

- 7.5 If a cancellation charge is incurred, the charge is reimbursable if the Traveler is directed to change his/her travel plans, or if other extenuating circumstances beyond the Traveler's control arise. Charges incurred due to the failure of the Traveler to notify the event sponsor are considered a personal expense.

Section 8. Other Expenses

- 8.1 Travelers may incur miscellaneous business-related expenses for which reimbursement may be made, if appropriate. Receipts are required for any individual expenditure in excess of \$75.00. The spending officer may require any or all receipts at their option as a means of cost control.

Such expenses and reimbursement may include, but are not limited to:

- a. Baggage storage between appointments and between hotels and meeting places;
 - b. Tolls, garage, and parking fees - excluding valet parking for personal convenience.
 - c. Currency conversion;
 - d. Guides, interpreters, and visa fees; and
 - e. Laundry and dry cleaning when an employee is in travel status in excess of seven days without returning home
- 8.2 Valet charges will only be reimbursed where self-parking is not available or where self-parking costs more than valet parking.
- 8.3 Expenses for travel in foreign countries are to be reported in United States dollars. Expenditures in foreign currencies must be converted into United States dollars at the rate or rates at which the foreign currency was obtained. The rates of conversion and commissions must be shown on an attachment to the Travel Expense Report.
- 8.4 When a non-employee accompanies a Traveler on official business, the State shall in no way be responsible or liable for any expenses, actions or inaction of the non-employee whatsoever.

Section 9. Purchasing Card

- 9.1 Travelers must use the State of West Virginia Purchasing Card for approved business-related travel expenses whenever it is accepted. The Purchasing Card shall not be used for personal expenses.
- 9.2 Personal expenses, including food charges, shall not be charged to hotel folios when a Purchasing Card is used.
- 9.3 Travelers may request cash advances for meals and mileage expenses through

the E-Travel System that cannot be charged to a Purchasing Card.

Section 10. Travel Forms

- 10.1 TMO approved format is to be used when seeking prior approval for reimbursement for travel expenses or submitting a request for reimbursement.
- 10.2 Any state employee seeking approval or reimbursement for travel expenses must use the State's E-Travel System to submit the request according to these Rules.
- 10.3 Any non-employee seeking approval or reimbursement for travel expenses must use a TMO approved form to submit the request according to these Rules. The form must contain the Traveler's original signature, preferably in blue ink.
 - 10.3.1 Any invoice or receipt requiring original certification may be certified by the non-employee Traveler and the Spending Unit's chief financial officer or administrator, or as determined by the State Auditor in emergency situations.

Section 11. Restrictions, Exceptions or Waivers

- 11.1 Spending Unit Officers have the right to establish procedures that are more restrictive than any provision of these Rules.
- 11.1 Travel Expense Reports for which an exception, waiver or deviation from these Rules has been granted or made by a Spending Unit Officer shall be processed separately from those reports without exceptions, waivers or deviations. The need for specialized audit review may result in longer processing times.



Event #:E06729

Event Date: Friday, December 02, 2016

Production Unit: Mountainlair

Conference Event:

Conference Title:

Billing Terms: *Invoice/Personal Charge*

Client/Organization: Beth Walker
24 Oak Ridge Drive Morgantown, WV 26508

Booking Contact Beth Walker
Booking Tel
College Beth Walker
Booking Cell (304) 542-1553
Booking Email beth.walker65@gmail.com

Site Contact Beth Walker
Site Cell (304) 542-1553
Client (Billing) Beth Walker
Address (Billing) 24 Oak Ridge Drive, Morgantown, WV 26
Billing Client Email

Location: Mountainlair

Event Times

Set by: 3:45 pm

Room: Kitchen

Serve: 4:00 pm

CleanUp: 4:00 pm

Guarantee: 1

Hors d'oeuvres Serving:

Bar:

Event Type: Pick Up

Style:

Linen Colors

China/Disposable: Disposable

Cloth: N/A

Skirting: N/A

Napkin: N/A

Food/Service Items

Food/Service Items	Comment	Qty	Price	Total
Flying WV Cookies	per dozen	8	\$8.50	\$68.00

Subtotal: \$68.00

Sales Tax: \$4.08

Order Total: \$72.08

Catering Notes

Box for pickup.

Kitchen Notes

Billing Notes

Minutes - Confidential

To: All Justices
From: Robin Jean Davis, Justice *RJD*
Date: February 16, 2018
Re: Court Meeting

On February 16, 2018, the Court met to discuss certain matters relating to a subpoena issued to the West Virginia Supreme Court of Appeals of West Virginia dated February 7, 2018. Justice Walker participated via telephone. During discussions four members of the Court, Justices Davis, Workman, Ketchum and Walker were, for the very first time, advised of a previously issued Subpoena to the Supreme Court of Appeals which was dated December 5, 2017.

Chris Morris, Gary Johnson and Chief Justice Allen Loughry each acknowledged that they did not notify the other court members of the December 5, 2017 subpoena. Justices Davis, Workman, Ketchum and Walker were neither consulted nor participated in the production of documents that were presented to the United States District Court of the Southern District of West Virginia in response to the December 5, 2017 subpoena. The matters were discussed.

Thereafter, other matters involving the Court, including, but not limited to, numerous media pieces which began in the late 2017 and continued through February, 2018 were discussed and the justices voiced their individual concerns. The Court recessed.

At 4:00 pm. the Court re-convened. The Court voted 4-1 (Loughry) to change the leadership of the Court. Thereafter, the Court voted 3-1 (Loughry) -1 (Walker) to elect Margaret L. Workman as Chief Justice through December 31, 2018. Justice Loughry voted for himself. Justice Walker voted for herself.

Statement by Chief Justice Workman

I was not provided a copy of the subpoena at issue nor given any information about its existence until the Court learned of it inadvertently during the meeting on February 16, 2018.

Statement by Justice Loughry

I disagree with the characterization in the minutes that indicates that four other members of the Court were unaware of the subpoena. It is my belief that Chief Justice Workman was made aware of it. The minutes also reflect that "Justices Davis, Workman, Ketchum and Walker were neither consulted nor participated in the production of documents ..." I believe that is correct, but want to add that I also was not consulted nor did I participate in the documents presented. I was not provided copies of those documents until a disk was circulated to all Justices on Thursday or Friday of last week.

JUSTICE WALKER'S OFFICE - SUMMER 2017

Vendor	Description	Invoice #	Invoice Date	Amount
BAILES GRANITE & MARBLE	GRANITE COUNTERTOP	Pcard	5/12/2017	\$ 1,423.00
BAILES GRANITE & MARBLE	GRANITE COUNTERTOP	Pcard	8/26/2017	\$ 1,423.00
CENTRAL GLASS CO OF CHARLESTON INC	2 TABLETOPS FOR JUSTICE WALKER'S OFFICE	36909	5/12/2017	\$ 931.22
DARIN FISHER DESIGNER KITCHENS LLC	PLYMOUTH MAPLE OYSTER CABINETS FOR JUSTICE WALKER'S OFFICE	1071	5/18/2017	\$ 7,382.00
DARIN FISHER DESIGNER KITCHENS LLC	CORIAN TOP FOR JUSTICE WALKERS OFFICE	1115	8/24/2017	\$ 362.00
DESIGNER FURNITURE STORE	AERON CHAIR - BLACK LEATHER	Pcard	2/17/2017	\$ 913.00
ED WEBER ARCHITECTS PLLC	DESIGN SERVICES FOR RENOVATIONS TO JUSTICE WALKERS CHAMBERS	13-014-13	7/10/2017	\$ 450.00
FERGUSON ENTERPRISES INC	FIXTURES FOR JUSTICE WALKERS BATHROOM	CC222371	5/31/2017	\$ 3,047.61
FERGUSON ENTERPRISES INC	LIGHT FIXTURES FOR CHAMBERS	Pcard	7/6/2017	\$ 3,568.48
FERGUSON ENT, INC 142	FERGUSON - BATHROOM FIXTURES FOR JUSTICE WALKERS OFFICE	Pcard	8/3/2017	\$ 53.48
GOLDFARB ELECTRIC SUPPLY CO INC	NEW LIGHTS FOR JUSTICE WALKERS OFFICE	Pcard	6/28/2017	\$ 269.50
GOLDFARB ELECTRIC SUPPLY CO INC	LED LIGHT BULBS JUSTICE WALKERS OFFICE	Pcard	8/15/2017	\$ 200.99
HOLLEY PRICE INTERIORS	DESIGNING SERVICES	stmt2400102417	9/30/2017	\$ 5,000.00
HOLLEY PRICE INTERIORS	LOWES PURCHASE REIMBURSEMENT FOR LIGHT SWITCH PLATES	stmt2400102417	9/30/2017	\$ 76.58
HOMEGOODS #0186	COAT HANGERS	Pcard	8/26/2017	\$ 9.99
HOMEGOODS #0186	MISCELLANEOUS ITEMS FOR JUSTICE WALKER'S OFFICE	Pcard	9/26/2017	\$ 274.85
LLOYD KISTER CUSTOM FURNITURE & DESIGN LLC	REPAIR & REFINISH CASS GILBERT DESK FOR JUSTICE WALKER'S OFFICE	44	3/21/2017	\$ 2,335.00
LLOYD KISTER CUSTOM FURNITURE & DESIGN LLC	REPAIR & REFINISH CASS GILBERT TABLE FOR JUSTICE WALKER'S OFFICE	44	3/21/2017	\$ 718.00
LOWES HOME CENTERS INC	MISC ITEMS FOR JUSTICE WALKERS OFFICE	Pcard	8/18/2017	\$ 9.83
CONSTRUCTION MANAGEMENT LLC	CONTRACTOR FOR RENOVATION OF JUSTICE WALKERS OFFICE 6/19-8/15 2017	Application 1	8/15/2017	\$ 41,990.00
OVAL CONSTRUCTION MANAGEMENT LLC	BALANCE AND CHANGE ORDER PAYMENT	Application 2	9/19/2017	\$ 20,185.00
OVAL CONSTRUCTION MANAGEMENT LLC	\$525 OF THIS INVOICE WAS FOR REPAIRS OF JUSTICE KETCHUM'S FLOOR	Application 2	9/19/2017	\$ (525.00)
SMITH FLOOR COVERIING DISTRIBUTORS INC	FLOORING FOR JUSTICE WALKER'S OFFICE	558464	6/5/2017	\$ 300.36
SMITH FLOOR COVERIING DISTRIBUTORS INC	FLOORING FOR JUSTICE WALKER'S OFFICE	558460	6/6/2017	\$ 8,002.82
SMITH FLOOR COVERIING DISTRIBUTORS INC	ADDITIONAL ITEMS NEEDED FOR FLOORING	560494	7/17/2017	\$ 738.12
SMITH FLOOR COVERIING DISTRIBUTORS INC	MISCELLANEOUS FLOOR FIXTURES	561015	7/27/2017	\$ 103.88
STATE ELECTRIC SUPPLY COMPANY	ELECTRICAL PARTS FOR JUSTICE WALKER'S OFFICE	Pcard	9/19/2017	\$ 21.46
TARGET	MISC ITEMS FOR JUSTICE WALKERS OFFICE	Pcard	9/8/2017	\$ 90.22
WELLS HOME FURNISHINGS	CURATA OFFICE FURNITURE		5/15/2017	\$ 2,848.00
WV BLINDS & SHUTTERS INC	OFFICE FURNISHINGS AND WALLPAPER FOR JUSTICE WALKER'S OFFICE.	33117	6/23/2017	\$ 24,588.94
WV BLINDS & SHUTTERS INC	OFFICE FURNISHINGS AND WALLPAPER FOR JUSTICE WALKER'S OFFICE.	3202017	6/23/2017	\$ 3,112.45
WV BLINDS & SHUTTERS INC	LINDEE MIRROR FOR JUSTICE WALKER'S OFFICE	6222017	8/9/2017	\$ 724.50
ZEGEER DO IT BEST	JUSTICE WALKER'S OFFICE		1/19/2017	\$ 25.27
TOTAL:				\$ 130,654.55

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) June 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
06/02/2017	WV Parkways Authority	EZ Pass Account replenishment charge	One	\$100.00	R			06/02/2017
06/04/2017	OnStar	Monthly Service for fleet vehicle - Accl. #133674123	1 month	\$37.90	R			06/04/2017
06/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$52.07	R			06/05/2017
06/05/2017	Bailes Granite and Marble	Granite counter for chambers	One	\$1423.00	R			06/05/2017
06/13/2017	Carfax	Fleet Vehicle History Research	One	\$74.89	R			06/13/2017
06/13/2017	OnStar	Monthly Service for fleet vehicle - Acct. #123112309	1 month	\$37.90	R			06/13/2017
06/14/2017	ClickBank	Fleet Vehicle History Research	One	\$12.95	R			06/14/2017
06/21/2017	Cinemax	Fraudulent Charge - Disputed	One	\$9.99	D			06/21/2017
06/30/2017	Cinemax	Disputed Fraudulent Charge Credited back to account	One	-\$9.99	D			06/30/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis
 Purchasing Cardholder Signature Date 07/07/2017

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover



1637 4th Ave.
 Charleston, WV 25387-
 Phone: 304-345-8750
 Fax: 304-345-8752

Invoice Date: 5/12/2017 12:04:02 PM

Customer Service Rep: Danna Price

Customer: Phone: Job: Justice Walker PO:
 Fax: 1900 Kanawha Boulevard East, Room E100
 Home Phone: Charleston, WV -
 Cell: (304) 421-1505 Phone: Home Phone:
 Fax: Cell:

Sold To: Price Interiors
 209 W Washington Street
 Charleston, WV 25302

Payment Terms: Upon Completion

Notes

Countertop: Granite Negroesco 144 3/4 X 25 1/2 @ 3 cm
 Countertop: Granite Negroesco 66 3/4 X 25 1/2 @ 3 cm

SubTotal \$2,846.00
 Taxes \$0.00
 Total \$2,846.00
 Payments ~~\$1,423.00~~
 Balance \$1,423.00

Notes: ** Balance of \$1423 due upon completion.

Warranty: As Defined in the Bailes customer work order packet.

This warranty does not cover the characteristics of natural stone such as: variations in color, vein appearance or size, crystal structure, surface or edge resin fill, mineral formation, surface texture or fissures. This warranty does not cover physical or chemical damage.

This warranty is registered and in effect upon final payment and installation completion.

BAILES GRANITE & MARBLE
 1637 4TH AVE
 CHARLESTON, WV 25387

SALE

Store: 4616 Term: 9401
 REF#: 00000001
 Batch #: 490 RRI#: 7561744730
 06/05/17 13:33:43
 Trans ID: 38716663237869
 APPR CODE: 030726
 VISA
 Chip
 3371

AMOUNT \$1,423.00

APPROVED

CITI VISA
 AID: A0000000031010
 TVR: 00 80 00 80 00
 TSI: F8 00

CUSTOMER COPY



1537 4th Ave.
 Charleston, WV 25387-
 Phone: 304-345-8750
 Fax: 304-345-8752

Quote 26234

4/3/2017

Customer Service Rep: Danna Price

Customer:	Phone:	Job:	Justice Walker	PO:
	Fax:		1900 Kanawha Boulevard East, Room E100	
	Home Phone:		Charleston, WV -	
	Cell: (304) 421-1505	Phone:		Home Phone:
		Fax:		Cell:

Quote To: Price Interiors
 209 W Washington Street
 Charleston, WV 25302



Notes

Countertop: Granite Negresco 144 3/4 X 25 1/2 @ 3 cm
 Countertop: Granite Negresco 66 3/4 X 25 1/2 @ 3 cm

SubTotal	\$2,846.20
Taxes	\$0.00
Total	\$2,846.20

Disclaimer: Lead times and service dates are not guaranteed, but are "in good faith" estimates.

Natural stone has many variations in color, crystal structure, mineral formation and texture. Customers will be able to see and feel fissures and other natural differences in the stone's surface texture. These differences are not considered flaws, but rather signatures of authenticity. Customers are encouraged to view and feel the whole slab before fabrication begins, and can reject material only at that time. This price is for this material listed only. Changes in material amounts can change the price.

Seams will be created and located as necessary by the templater and/or the fabrication shop.

**** 50% deposit required to initiate order ****

Exclusions: This quote does not include the removal of existing tops, plumbing, electrical work, or electrical outlet cut outs in backsplashes unless otherwise noted.

The balance is due upon completion of the work. Any discounts extended will not be valid should customer fail to pay in a timely manner.

Warranty: As Defined in the Bailes customer work order packet.

This warranty does not cover the characteristics of natural stone such as: variations in color, vein appearance or size, crystal structure, surface or edge resin fill, mineral formation, surface texture or fissures. This warranty does not cover physical or chemical damage.

This warranty is registered and in effect upon final payment and installation completion.

*Approved
 J.D.
 5/12/17*

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) August 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/26/2017	Homegoods	Coat Hangers for Justice Walker's Office	1 package	\$9.99	R			08/26/2017
08/26/2017	Bailes Granite and Marble	Granite and Installation for Justice Walker's Office	1	\$1423.00	R			08/26/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.
Kimberly M. Ellis 09/12/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover



1537 4th Ave.
 Charleston, WV 25387-
 Phone: 304-345-8750
 Fax: 304-345-8752

invoice

Invoice Date: 5/12/2017 12:04:02 PM

Customer Service Rep: Brittni Woods

Customer: Phone: Job: Justice Walker PD:
 Fax: 1500 Kanawha Boulevard East, Room E100
 Home Phone: Charleston, WV 25301-
 Cell: (304) 421-1505 Phone: Home Phone:
 Fax: Cell:

Sold To: Price Interiors
 209 W Washington Street
 Charleston, WV 25302

Payment Terms: Upon Completion

Notes

Countertop: Granite Negresco 144 3/4 X 25 1/2 @ 3 cm
 Countertop: Granite Negresco 66 3/4 X 25 1/2 @ 3 cm
 Edge Profile: Bevel Profile @ 0 linear inches

SubTotal \$2,846.00
 Taxes \$0.00
 Total \$2,846.00
 Payments \$2,846.00
 Balance \$0.00

Warranty: As Defined in the Bailes customer work order packet.

This warranty does not cover the characteristics of natural stone such as: variations in color, vein appearance or size, crystal structure, surface or edge resin fill, mineral formation, surface texture or fissures. This warranty does not cover physical or chemical damage.

This warranty is registered and in effect upon final payment and installation completion.

BAILES GRANITE & MARBLE
 1537 4TH AVE
 CHARLESTON, WV 25387

SALE

Store: 4616 Term: 9401
 REF#: 00000002
 Batch #: 557 RR#: 723815006045
 06/25/17 11:59:30
 Trans ID: 4157235575701807
 APPR CODE: 089930
 VISA
 Chip
 8063

AMOUNT \$1,423.00

APPROVED

CITI VISA
 AID: A000000003104E
 TVR: 00 80 00 80 00
 TSI: F8 00

CUSTOMER COPY



201228

Central Glass Company of Charleston Inc

Invoice

517 Russell Street
Charleston, WV 25302

WV000107

Phone #
(304) 343-5669

Fax #
(304) 343-5672

Date	Invoice #
5/12/2017	36909

Bill To		Ship To <u>5402</u>	
West Virginia Supreme Court of Appeals Kimberly Ellis Building One, Room E-100 1900 Kanawha Blvd., East Charleston, WV 25305		WV Supreme Court Justice Walker's Office Charleston, WV <u>3252 - 3751</u>	
P.O. No.	Terms	Due Date	Ship Date
Kim Ellis	Due on Receipt	5/12/2017	5/12/2017
Description			
Furnish and deliver two 1/4" tabletops with polished edges.			
<p>I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.</p> <p>DATE <u>05/12/17</u></p> <p>SIGNED <u>Kim Ellis</u></p>			

Remit To: Central Glass Co of Charleston, Inc P.O. Box 6340 Charleston, WV 25362	Subtotal	\$931.22
	Sales Tax (0.0%)	\$0.00
	Total	\$931.22
	Payments/Credits	\$0.00
	Balance Due	\$931.22

We accept Discover, Mastercard, Visa, American Express

VC 56644

D DARIN FISHER DESIGNER KITCHENS, LLC
1404 KANAWHA BLVD. E
CHARLESTON, WV 25301

Invoice

Date	Invoice #
5/18/2017	1071

F Phone: 304-720-3451
Fax : 304-720-3453

Bill To
Holley Price Interiors Beth Walker Project

Ship To

P.O. Number	Terms	Ship	Project
		5/18/2017	

Quantity	Item Code	Description	Price Each	Amount
1	Dynasty	Plymouth Maple Oyster *Please remit a 50% deposit of \$3,691.00* Thank you	7,382.00	7,382.00
		IN 18* 22380 10/19/17		
		Rec 7401		
		pd 6/21/17		
			Sales Tax	\$0.00

IN 17* 72231 \$3691.00 **Total** WALKER 268 \$7,382.00

Darin Fisher Designer Kitchens
 1404 Kanawha Blvd. East
 Charleston, WV 25301

Quote

Darin Fisher
 304-720-3451
 Darin@DFDKKitchens.com

Date: 04/03/2017
 Quote No.: 10085
 Salesperson: Darin Fisher

Bill To:
Holley
 Holley Price Interiors
 Beth Walker project

Qty	Description	Unit Price	Total
1	Dynasty Plymouth Maple Oyster	\$7,382.00	\$7,382.00
	50% deposit 3,691.00 due on ordering. Remaining balance 3691.00 due upon delivery		
		Subtotal	\$7,382.00
		Total Amt	\$7,382.00

Approved by [Signature] 5/12/17

Policy: All kitchens are customized for each customer. Darin Fisher Designer Kitchens will replace cabinets that are damaged or misordered.

We strive to meet the customers' needs. Thank you for your business.



**State of West Virginia
Agency Purchase Order**

CORRECT ORDER NUMBER, MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Date: 2017-06-02

Order Number: APO 2400 2400 SUP1700000011	Procurement Folder: 340502
Document Name: Cabinets for Justice Walker's Office	Reason for Modification:
Document Description: Plymouth Maple Oyster Cabinets for Justice Walker's office	
Procurement Type: Agency Purchase Order	
Buyer Name: Linda Sue Racer Troy	
Telephone: (304) 558-0145	
Email: sue.troy@courtsww.gov	
Shipping Method: Best Way	Effective Start Date:
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:

Vendor Customer Code: VC0000056644 DARIN FISHER DESIGNER KITCHENS LLC 1404 KANAWHA BLVD E CHARLESTON WV 25301 US Vendor Contact Phone: (304) 720-3451 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Sandra Johnson Requestor Phone: (304) 340-2300 Requestor Email: sandra.johnson@courtsww.gov
---	--

INVOICE TO	SHIP TO
304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US	304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US

Total Order Amount:	\$7,382.00
----------------------------	-------------------

DEPARTMENT AUTHORIZED SIGNATURE SIGNED BY: DATE: ELECTRONIC SIGNATURE ON FILE
--

Extended Description:

Plymouth Maple Oyster Cabinets for Justice Walker's office

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	30161801	0.00000			\$7,382.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-05-01	2017-10-01				

Commodity Line Description: Cabinets

Extended Description:

Plymouth Maple Oyster Cabinets for Justice Walker's office

SUP1700000011	Document Phase Draft	Document Description Plymouth Maple Oyster Cabinets for Justice Walker's office	Page 3 of 3
---------------	--------------------------------	--	------------------------------



DARIN FISHER DESIGNER KITCHENS,LLC
 1404 KANAWHA BLVD. E
 CHARLESTON, WV 25301
 Phone: 304-720-3451
 Fax : 304-720-3453

Statement

Date
9/26/2017

To:
Holley Price Interiors Beth Walker Project

Amount Due	Amount Enc.
\$4,078.34	

Date	Transaction	Amount	Balance
05/01/2017	Balance forward		0.00
05/18/2017	INV #1071, Due 05/18/2017.		7,382.00
	--- Dynasty, 1 @ \$7,382.00 = 7,382.00	7,382.00	

	--- *Please remit a 50% deposit of \$3,691.00*		
	--- Thank you		
	--- Tax: WV Sales Charleston Municipal @ 7.0% = 0.00		
06/27/2017	PMT #1002855644.	-3,691.00	3,691.00
08/24/2017	INV #1115, Due 08/24/2017.	387.34	4,078.34
	--- Corian, 1 @ \$305.00 = 305.00		

	--- Hardware, 6 @ \$9.50 = 57.00		
	--- Tax: WV Sales Charleston Municipal @ 7.0% = 25.34		
<p>I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.</p> <p>DATE <u>10/12/2017</u></p> <p>SIGNED <u>[Signature]</u></p>			
Thank You!			

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
0.00	0.00	387.34	0.00	3,691.00	\$4,078.34

VC 56644

D

DARIN FISHER DESIGNER KITCHENS, LLC

1404 KANAWHA BLVD. E
CHARLESTON, WV 25301

F

Phone: 304-720-3451
Fax: 304-720-3453

Invoice

Date	Invoice #
8/24/2017	1115

Bill To
Holley Price Interiors Beth Walker Project

Ship To

Justice Walker

P.O. Number	Terms	Ship	Project
		8/24/2017	

Quantity	Item Code	Description	Price Each	Amount
1	Corian	Corian Top Additional Cost	305.00	305.00T
6	Hardware	M957 Pulls	9.50	57.00T
				<u>* 362.00</u>

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 09/25/2017
SIGNED [Signature]

NO TAX

Sales Tax (7.0%)	\$25.34
Total	\$362.00 \$387.34

25800

7401-0000

GAX 18 * 36871

[Signature]
WALKER 274

7692

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) January 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
01/03/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.89	R			01/03/2017
01/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$52.07	R			01/05/2017
01/12/2017	Office Designs	Desk Chair for WVSCA Chambers	1	\$913.00	R			01/19/2017
01/13/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.89	R			01/13/2017
01/18/2017	SiriusXM Radio	Annual Radio Subscription Renewal For (3) Fleet Vehicles	1 year	\$491.63	R			01/18/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

*R=Reconciled
 *D=Disputed
 *C=Carryover

Kimberly M. Ellis 02/13/2017
 Purchasing Cardholder Signature Date

 Agency Coordinator Signature Date

WALKER 275

Ellis, Kimberly

From: Jose OD <jose@officedesigns.com>
Sent: Monday, February 13, 2017 11:08 AM
To: Ellis, Kimberly
Subject: Direct Commerce Group, LLC: Sales Order #SO21227



YOUR ORDER CONFIRMATION

Thanks for shopping with us, Kimberly!

We wanted to let you know that:

- Your order was received and is being processed.
- An email regarding your shipping information will be arriving within the next business day.

Please take a moment to review the details of your order listed below. If you notice any discrepancy, please contact us at 1.800.913.8434 or by replying to this email. *We're here to help!*

Learn more about [returns and exchanges](#)

Your Order Number: SO21227
Shipping to: Kimberly at 1900 Kanawha Boulevard East

Quantity	Item	Order Date	Order Status	PRODUCT MANUFACTURER	Rate	Amount
		01/11/2017	Billed			
1	1011100101110196719 Classic Aeron Chair AE213AFCAJG1C73D012109 Classic Aeron Chair - ADJUSTABLE - Rear Tilt Lock & Forward Tilt Adjustment, Fully Adjustable Arms - Height & Pivot, Large - Size C, Adjustable Lumbar Support, Graphite Base / Graphite Frame, Hard Floor Casters, Black Leather, Classic Carbon			Herman Miller	\$1,039.00	\$1,039.00

Your Bill Summary

	Subtotal	\$1,039.00
	Discount	(\$126.00)
	Shipping Cost	\$0.00
	Tax Total	\$0.00
	Total	\$913.00 ✓

WE'RE HERE TO HELP
Call or Chat with Us
M-F 7AM to 6 PM CST
Sat 9AM to 5 PM CST
Sun 12 PM to 5 PM CST
CALL 800-913-8434
E-MAIL customercare@officedesigns.com

Your Shipping & Billing Addresses

Note: Items may ship in separate boxes, with no additional shipping charges.

Ship To

WVSCA
Kimberly Ellis
1900 Kanawha Boulevard East
Charleston WV 25305
United States
(304) 550-6558

Bill To

Kimberly Ellis
1900 Kanawha Boulevard East
Charleston WV 25305
United States

Jose Alverio
Senior Sales Manager

OfficeDesigns.com

722 Landwehr Road
Northbrook, Illinois 60062
direct 847.504.1716
fax 847.504.1700
toll free 877.696.3342

189357



Ed Weber Architects, LLC
4640 Guava Court
Sarasota, Florida 34234
ed@edweberarchitects.com
www.edweberarchitects.com

Date 7/10/2017 Invoice # 13-014-13

Bill To

Supreme Court of Appeals
Director of Support Services
Administrative Services Division
Capitol Complex, Building 1, Room E-100
Charleston, WV 25305

RECEIVED
WV SUPREME COURT

JUL 14 2017

FINANCIAL
DIVISION

Description	Hours	Rate	Amount
Supreme Court of Appeals Renovations to Justices Chambers May/June Design Services			
Principal Architect: Contractor/Interior Designer support and contract administration consulting.	3.75	120.00	450.00

*This invoice represents
architect consulting fees
for Justice Walker's
chamber remodel. Total
project cost > \$5,000, so
should be classified as:*

*APROP - 25800
CBS - 7401
SUBCBS - 6000
UNIT - 5402*

JB

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 07/12/2017

SIGNED [Signature]

7/14/17 [Signature]

Thank You for Your Business.
EIN: 45-5445638

Total \$450.00

198048



FERGUSON ENTERPRISES #142

160 Spring St
Charleston, WV 25301
(304) 342-4784

Invoice No.
CC222371

INVOICE

Customer

Name WV Supreme Court of Appeals
1900 Kanawha Boulevard E
Room E100
Charleston WV 25305

Invoice Date 05/31/2017
Order No. CC222371

Qty	Description	Unit Price	TOTAL
1	R054036F22 36x22 Van Navy	\$1,645.88	\$1,645.88
1	R3622371Q28 37x22 1H Stone van Top w/ 1co wiwh	\$688.88	\$688.88
1	R200561WH 20x15 Rect Crmc us ves Wht	\$245.85	\$245.85
1	R370137Q28 37 Stone b/splash wiwh	\$48.68	\$48.68
1	D65050LFPN 1.5 GPM 1 hdl 1H lav	\$418.32	\$418.32

SubTotal	\$3,047.61
Tax	
TOTAL	\$3,047.61

Remit To:

FERGUSON ENTERPRISES INC #14 142
160 Spring St
Charleston, WV 25301

Page 1 of 1

Approved
[Signature]
5/11/17

Products You Know - People You Trust.

ALL ACCOUNTS ARE DUE AND PAYABLE PER THE CONDITIONS AND TERMS OF THE ORIGINAL INVOICE. ALL PAST DUE AMOUNTS ARE SUBJECT TO A SERVICE CHARGE AT THE MAXIMUM RATE ALLOWED BY STATE LAW PLUS COSTS OF COLLECTION INCLUDING ATTORNEY FEES IF INCURRED. FREIGHT TERMS ARE FOB OUR DOCK UNLESS OTHERWISE SPECIFIED ABOVE. COMPLETE TERMS AND CONDITIONS ARE AVAILABLE UPON REQUEST OR CAN BE VIEWED ON THE WEB AT ... www.ferguson.com/sales-terms.html

GAX 17* 147777

pd. 6/5/17

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) July 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
07/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$53.11	R			07/05/2017
07/07/2017	OnStar	Monthly Service for fleet vehicle - Acct. #133674123	1 month	\$37.90	R			07/07/2017
07/06/2017	Build-charge.com	Light Fixtures for chambers	3	\$1267.34	R			07/06/2017
07/06/2017	Build-charge.com	Light fixtures for chambers	3	\$2311.14	R		3568.48	07/06/2017
07/13/2017	OnStar	Monthly Service for fleet vehicle - Acct. #123112309	1 month	\$37.98	R			07/13/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis
 Purchasing Cardholder Signature Date 08/14/17

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover

Check Order Status

Please Note: Your order will appear as "Build-Charge.com" on your credit card statement

Billing & Shipping Information



Billing Information

Kimberly Ellis
1900 Kanawha Boulevard, East
Room E-100
Charleston, WV 25314
(304) 558-0145

Shipping Information

Kimberly Ellis
1900 Kanawha Boulevard, East
Room E-100
Charleston, WV 25314
(304) 558-0145

Shipment 1



Expected to ship by Friday, July 7

» These items are being shipped via Standard Delivery

Product Information

Price Quantity Total



87903

\$199.50 1 \$199.50

Hyde Park 3 Light 24" Wide Bathroom Vanity Light with Seedy Glass Shade

Manufacturer: Designers Fountain
Finish/Color: Vintage Gold



\$379.50 1 \$379.50

87953

Hyde Park 3 Light Pendant with White Fabric Shade

Manufacturer: Designers Fountain
Finish/Color: Vintage Gold

Shipment 2



Expected to ship by Wednesday, July 5

» These items are being shipped via Standard Delivery

Product Information

Price Quantity Total



PHPL5203

\$678.34

1

\$678.34

16" Wide 3 Light Single Pendant

Manufacturer: Park Harbor

Finish/Color: Antique Silver

Build.com does not collect sales or use tax on most of the remote sales made over the internet, which may be taxable to you in your state. Therefore, you are obligated to self-report and pay use tax to your state.



Forwarded from a friend? Sign up for email savings of your own.
Call us! (800) 375-3410 • Mon-Fri 5AM-6PM PST • Sat-Sun 6AM-4PM PST

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Ellis, Kimberly

From: LightingDirect.com <customerservice@lightingdirect.com>
Sent: Wednesday, July 05, 2017 1:21 PM
To: Ellis, Kimberly
Subject: Thank You for Your Build.com Order #66655415

[Shop the Savings Center](#)

[View Our Network](#)

 LightingDirect.com

Call Today: (800) 375-3410

Get smarter with your home improvement.

[Ceiling Lights](#)

[Wall Lights](#)

[Lamps](#)

[Outdoor Lighting](#)

[Fans](#)

[SMP](#)

[Articles](#)

[Brands](#)

Thank you for your order!

Your order will appear as "Build-Charge.com" on your credit card statement. Emails with tracking information will be sent when items ship.

Order #66655415

1 Item(s), Total: \$2,311.14

Placed On: 07/05/2017

[View Order Summary](#)

Shipping

Standard Delivery

Kimberly Ellis
1900 Kanawha Boulevard, East
Room E-100
Charleston, WV 25314
3045580145

Payment

Visa **** * 8063 - \$2,311.14

Kimberly Ellis
1900 Kanawha Boulevard, East
Room E-100
Charleston, WV 25314

3045580145

Items Purchased



21" Wide 4 Light Chandelier with Globe Cage Frame

Color/Finish: Antique Silver

3 @ \$770.38 \$2,311.14

Subtotal: \$2,311.14

Discount: -\$0.00

Shipping: \$0.00

Tax: \$0.00

Grand Total: \$2,311.14

Need To Make a Return?

You may initiate a return for an item(s) within 30 days of receipt for a full refund of the original payment. Returns requested between 31 and 60 days after receipt will only qualify for store credit.

[Set Up Return](#) | [Return Policy](#)

Build.com does not collect sales or use tax on most of the remote sales made over the internet, which may be taxable to you in your state. Therefore, you are obligated to self-report and pay use tax to your state.



Forwarded from a friend? [Sign up for email savings of your own.](#)
Call us! (800) 375-3410 • Mon-Fri 5AM-6PM PST • Sat-Sun 6AM-4PM PST

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State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) August 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/03/2017	Ferguson Enterprises	Bathroom Fixtures for Justice Walker's Office	5	\$53.48	R			08/03/2017
08/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$54.04	R			08/05/2017
08/10/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/10/2017
08/13/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/13/2017
08/15/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			08/15/2017
08/15/2017	Goldfarb Electric	LED Bulbs for Justice Walker's Office	21	\$200.99	R			08/15/2017
08/18/2017	Lowe's	Miscellaneous Items for Justice Walker's Office	3	\$9.93	R			08/18/2017
08/18/2017	Well's Home Furnishings	Desk and Return for Justice Walker's Office	2	\$2136.00	R			08/18/2017
08/22/2017	Lowe's	LED Bulbs for Justice Ketchum's Office	32	\$384.36	R			08/22/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 08/12/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover

Ellis, Kimberly

From: holley price <holleypriceinteriors@gmail.com>
Sent: Tuesday, August 15, 2017 3:50 PM
To: Ellis, Kimberly
Subject: Fwd: Email Order# CC251051-1

Here's the receipt

Sent from my iPhone

Begin forwarded message:

From: Natasha Holstein - 142 OHVAL <natasha.holstein@ferguson.com>
Date: August 15, 2017 at 3:42:39 PM EDT
To: <holleypriceinteriors@gmail.com>
Subject: Email Order# CC251051-1
Reply-To: <natasha.holstein@ferguson.com>

Order Confirmation # CC251051-1

FERGUSON/WOLSELEY IND #142
160 SPRING STREET
CHARLESTON, WV 25301-1027

Phone : 304-342-4784
Fax : 304-342-6721

Order No.: CC251051-1
Order Date: 08/02/17
Writer.....: DBB
Sold To.....: WV SUPREME COURT OF APPEALS
1900 KANAWHA BOULEVARD E
ROOM E100
CHARLESTON, WV 25305
Req Date: 08/22/17
Ship Via.: COUNTER PICK-UP
Terms.....: CASH ON DEMAND
Ship To...: WV SUPREME COURT OF AP.
1900 KANAWHA BOULEVARD
ROOM E100
CHARLESTON, WV 25305

Cust PO#.:
Job Name.:

Item	Description	Quantity	Net Price	UM	Tot
7212031	HORZ SGL POST TP HLDN PN	1	53.475	EA	

Subtotal: \$53.48
Inbound Freight: \$0.00
Tax: \$0.00
Order Total: \$53.48

WARRANTY PROVISIONS

The purchaser's sole and exclusive warranty is that provided by the manufacturer, if any. Seller makes no express or implied warranties. SELLER DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS OR FITNESS FOR A PARTICULAR

WALKER 287



STATE OF WEST VIRGINIA
PURCHASING CARD LOG SHEET

Transaction Limit

June
Billing Cycle Month

2017
Billing Cycle Year

ZACHARY THOMPSON
Cardholder Name

Account Number

KANAWHA
County

ADMINISTRATIVE OFFICE
Court / Division

TRANSACTION DATE	VENDOR	ITEM DESCRIPTION	QUANTITY	TOTAL AMOUNT	R* D* C*
6-02-17	speedway	gas in truck/accident		\$43.46	R
06-05-2017	advance auto	signal light bulb for truck		\$6.79	
06-08-17	goldfarb	switch with cord for mrs.Dee hill's light		\$19.13	
06-08-17	charleston acoustics	ceiling tile for office of counsel offices		\$98.63	
06-21-17	goldfarb	panduit breaker tool/breaker box		\$44.31	
06-28-17	goldfarb	new lights for Justice walkers office		\$269.50	
06-28-17	pile hardware	material for chiefs office/ undercounter board back up		\$32.26	
GRAND TOTAL AMOUNT:				\$514.08	

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

*R=Reconciled
*D=Disputed
*C=Carryover

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Purchasing Cardholder Signature

Date

Authorizing Supervisor Signature

Date



Electric Supply Co., Inc.
 116 Virginia Street, East P.O. Box 3319
 Charleston, West Virginia 25303-3319
 (304) 342-2153 • (800) 726-0467
 FAX (304) 345-4321

ORDER NUMBER	PAGE
--------------	------

DATE ORDERED	SHIP INSTRUCTIONS	SHIPPED/REC'D
--------------	-------------------	---------------

DATE SHIPPED

REG. NO.

TAX	WH/BUYER/SL/SM	VEND/CUST	CUSTOMER ORDER NO.	TELEPHONE NO.	TERMS	GIVEN BY
-----	----------------	-----------	--------------------	---------------	-------	----------

LINE	ITEM NUMBER	DESCRIPTION	ORDERED	SHIPPED	BACKORDERED	UNIT PRICE	UM	EXTENDED PRICE
<p>GOLDFARB ELECTRIC SUPPLY 116 VIRGINIA STREET EAST CHARLESTON, WV 25301</p> <p>SALE</p> <p>MD: 1750 Store: 4616 Term: 8102 REF#: 00000002 Batch #: 428 RR#: 717912201609 06/26/17 08:24:46 Trans ID: 387179446694240 APPR CODE: 038876 VISA Chip *****3328</p> <p>AMOUNT \$269.50</p>								

APPROVED

SUBTOTAL

LOCATION	FILLED BY
CHECKED OUT BY	DELIVERED BY
UPS/PP	TOTAL

CITI VISA
 AID: A0000000031010
 TVR: 00 00 00 00 00
 TSI: P8 00

We are not responsible for errors must be made on re 18% ANNUALLY will be ad charge \$2.00. Prices subject to change without notice.

CUSTOMER COPY

ps, damage or \$ per month or minimum billing

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) August 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/03/2017	Ferguson Enterprises	Bathroom Fixtures for Justice Walker's Office	5	\$53.48	R			08/03/2017
08/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$54.04	R			08/05/2017
08/10/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/10/2017
08/13/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/13/2017
08/15/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			08/15/2017
08/15/2017	Goldfarb Electric	LED Bulbs for Justice Walker's Office	21	\$200.99	R			08/15/2017
08/18/2017	Lowe's	Miscellaneous Items for Justice Walker's Office	3	\$9.93	R			08/18/2017
08/18/2017	Well's Home Furnishings	Desk and Return for Justice Walker's Office	2	\$2136.00	R			08/18/2017
08/22/2017	Lowe's	LED Bulbs for Justice Ketchum's Office	32	\$384.36	R			08/22/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis
 Purchasing Cardholder Signature Date 09/10/2017

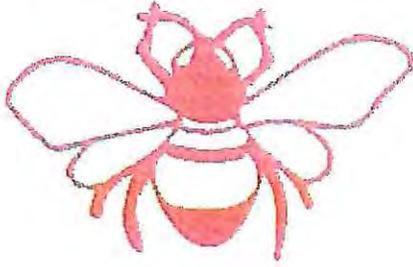
I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover

VC 60334

STMT 2400 102417



HOLLEY PRICE INTERIORS

SEPTEMBER 2017 STATEMENT

Interior Design Services,

Justice Beth Walker Offices

Capitol Building Complex

\$5,000.00

WV state tax \$0.00

Subtotal \$5,000.00

Reimbursements, please see attached \$76.58

TOTAL DUE \$5,076.58

RECEIVED
WV SUPREME COURT

OCT 24 2017

FINANCIAL
DIVISION

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 10/18/2017
SIGNED K.M. EOLIVE

Approved
10/18/17
By [Signature]

304-421-1505

209 W. WASHINGTON ST. CHARLESTON, WV 25302

HOLLEYPRICEINTERIORS@GMAIL.COM WWW.HOLLEYPRICEINTERIORS.COM

25800

7401

GAX 18 *49458 WALKER 202

BETH
WALKER



LOWE'S HOME CENTERS, LLC
#50 RHL BOULEVARD
SOUTH CHARLESTON, WV 25309 (304) 746-7980

- SALE -

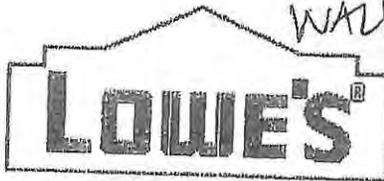
SALES#: FSTLANE2 13 TRANS#: 14418224 08-22-17

11823 BEADED S PEWTER SINGLE DE 6.97
11584 BEADED S PEWTER DOUBLE TO 8.97

SUBTOTAL: 15.94
TAX: 1.12
INVOICE 06877 TOTAL: 17.06
M/C: 17.06

M/C:XXXXXXXXXX4482 AMOUNT:17.06 AUTHCD:194597
CHIP REFID:074606062402 08/22/17 12:10:11
CUSTOMER CODE: walker
M/C: MASTERCARD TYP: 0000048000

JUSTICE
WALKER



LOWE'S HOME CENTERS, LLC
#50 RHL BOULEVARD
SOUTH CHARLESTON, WV 25309 (304) 746-7980

- SALE -

SALES#: 50746SB1 2292484 TRANS#: 67074229 08-18-17

634441 AR ACRYL BALL FINIALS MAT 18.77
19054 BEADED S PEWTER SINGLE TO 20.91
3 @ 6.97
11584 BEADED S PEWTER DOUBLE TO 8.97

SUBTOTAL: 48.65
TAX: 3.41
INVOICE 10350 TOTAL: 52.06
M/C: 52.06

M/C:XXXXXXXXXX4482 AMOUNT:52.06 AUTHCD:721111
CHIP REFID:074610194483 08/18/17 12:36:45
CUSTOMER CODE: walker
APL: MASTERCARD TYP: 0000048000
AID: A0000000041010 TSI: E800

BETH
WALKER



LOWE'S HOME CENTERS, LLC
5750 HACCORKLE AVE SE
CHARLESTON, WV 25304 (304) 926-6700

- SALE -

SALES#: 50675NC2 1757966 TRANS#: 23667665 08-25-17

19054 BEADED S PEWTER SINGLE TO 6.97

SUBTOTAL: 6.97
TAX: 0.49
INVOICE 40647 TOTAL: 7.46
CASH: 7.46

STORE: 0675 TERMINAL: 40 08/25/17 09:28:15
OF ITEMS PURCHASED: 1
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.
SEE REVERSE SIDE FOR RETURN POLICY.

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit: \$2500.00
 Billing Cycle (Month/Year): August 2017
 Dept/Org.#: 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/26/2017	Homegoods	Coat Hangers for Justice Walker's Office	1 package	\$9.99	R			08/26/2017
08/26/2017	Bailes Granite and Marble	Granite and Installation for Justice Walker's Office	1	\$1423.00	R			08/26/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 08/12/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover

HomeGoods®

Shoppes At Trace Fork
Rt. 1, Blvd. & Rte. 119
South Charleston, WV 25309
304-744-0865

TAX EXEMPT SALE

TAX EXEMPT #: 55600076
52 - STORAGE & DRG 178811 9.99 N
SUBTOTAL \$9.99
TOTAL \$9.99
VISA \$9.99

----- TRANSACTION RECORD -----

*****8063

PURCHASE
EXPIRES **/** CHIP
AUTH# 090137
AID A0000000031010
APP PREFERRED NAME CITI VISA
APPLICATION LABEL Visa Credit
PIN verified

038194 90100027 13:38:50

APPROVED

HOMEGOODS VALUES YOUR FEEDBACK!!!!
Tell us what you think about
your store visit today and
enter a monthly drawing to win a
\$500 HomeGoods Gift Card!

Visit www.HOMEGOODSFEEDBACK.com

Respond by 09/09/17
You will need to reference
your receipt
Survey number: 0186017161
SEE WEBSITE FOR COMPLETE RULES

CUSTOMER COPY



ITEMS 1
0101
0186 01 7161 08/26/17 13:39:02 1054

THANK YOU FOR SHOPPING AT HOMEGOODS
REFUNDS WITHIN 30 DAYS WITH RECEIPT
Store Credit Only With Gift Receipt
Other restrictions may apply

State of West Virginia Purchasing Card Log Sheet

29186

Cardholder Name: Kimberly M. Ellis
 Account Number: -3371
 Agency: WVSCA - Administrative Office 5411

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) September 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
09/04/2017	OnStar	Monthly Service for fleet vehicle - Acct. #133674123	1 month	\$37.91	R			09/04/2017
09/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$53.87	R			09/05/2017
09/08/2017	Target	Miscellaneous items for Justice Walker's office	6	\$90.22	R			09/08/2017
09/13/2017	OnStar	Monthly Service for fleet vehicle - Acct. #123112309	1 month	\$37.91	R			09/13/2017
09/22/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			09/22/2017
09/26/2017	Homegoods	Miscellaneous items for Justice Walker's Office	15	\$274.85	R			09/26/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 10/13/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

Lee Ann Joy 10/13/2017
 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover

HomeGoods®

Shoppes At Tracta Fork
RHL Blvd. & Rte. 119
South Charleston, WV 25309
304-744-0865

TAX EXEMPT SALE

TAX EXEMPT # 556000760

34 - GLASSWARE	053832	12.99 N
44 - FRAMES	063636	6.99 N
44 - FRAMES	063596	7.99 N
44 - FRAMES	018384	6.99 N
44 - FRAMES	083791	5.99 N
34 - GLASSWARE	099694	7.99 N
33 - DECOR ACCESS	081503	39.99 N
34 - GLASSWARE	123527	9.99 N
33 - DECOR ACCESS	171632	24.99 N
33 - DECOR ACCESS	141250	29.99 N
34 - GLASSWARE	011877	12.99 N
34 - GLASSWARE	011877	12.99 N
33 - DECOR ACCESS	119953	29.99 N
33 - DECOR ACCESS	118380	29.99 N
34 - GLASSWARE	022396	34.99 N

SUBTOTAL \$274.85

TOTAL \$274.85

VISA \$274.85

TRANSACTION RECORD

*****0063

PURCHASE

EXPIRES **/** CHIP

AUTH# 064819

ATD 40000000031010

APP PREFERRED NAME CITI VISA

APPLICATION LABEL Visa Credit

PIN verified

014629 50200008 16:27:36

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your store visit today and
enter a monthly drawing to win a
\$500 HomeGoods Gift Card!

Visit www.HOMEGOODSFEEDBACK.com

Respond by 10/10/17

You will need to reference
your receipt.

Survey number: 0186020877

SEE WEBSITE FOR COMPLETE RULES

CUSTOMER COPY



8 0186020877174353

ITEMS 15

0201

0186 02 0877 09/26/17 16:27:49 1016

THANK YOU FOR SHOPPING AT HOMEGOODS

REFUNDS WITHIN 30 DAYS WITH RECEIPT

Store Credit Only With Gift Receipt

Other restrictions may apply

Lloyd Kister Custom Furniture & Design

85 Whittington Rd
Charleston, WV 25312

Phone: 304-419-2551
Email: LDK Soccer@msn.com

Bill To:

Administrative Office of Court
Attn: Kim Ellis
State Capitol
1900 Kanawha Blvd. East
Charleston, WV 25305

Invoice # 44
Date March 21, 2017

Description	Amount
-------------	--------

Repair & Refinish Cass Gilbert Desk	2335.00
Repair & Refurbish Cass Gilbert Table	718.00
Replace LED driver in bookcase in deliberation room	<u>92.50</u>

Total \$3145.50

Justice Walker's office

I CERTIFY THAT THE ABOVE MERCHANDISE
WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE 07/05/2017

SIGNED Kim Ellis

Audrey Joy 7/5/2017

State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) August 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/03/2017	Ferguson Enterprises	Bathroom Fixtures for Justice Walker's Office	5	\$53.48	R			08/03/2017
08/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$54.04	R			08/05/2017
08/10/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/10/2017
08/13/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/13/2017
08/15/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			08/15/2017
08/15/2017	Goldfarb Electric	LED Bulbs for Justice Walker's Office	21	\$200.99	R			08/15/2017
08/18/2017	Lowe's	Miscellaneous Items for Justice Walker's Office	3	\$9.93	R			08/18/2017
08/18/2017	Well's Home Furnishings	Desk and Return for Justice Walker's Office	2	\$2136.00	R			08/18/2017
08/22/2017	Lowe's	LED Bulbs for Justice Ketchum's Office	32	\$384.36	R			08/22/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 09/12/2017
 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover



LOWE'S HOME CENTERS, LLC
 5750 MACCORKLE AVE SE
 CHARLESTON, WV 25304 (304) 926-6700

-- SALE --

SALES#: 80675TMT 2252109 TRANS#: 67073950 08-18-17

934044 HM 1-CT 1-IN HV PLASTIC H	2.39
65956 WXXX 12-CT SHL & MED CLR	2.97
311003 WXXX 00-CT BUMPER CONDU P	4.47

SUBTOTAL:	9.83
TOTAL TAX:	0.00
INVOICE 39754 TOTAL:	9.83
VISA:	9.83

VISA:XXXXXXXXXXXX0663 AMOUNT:9.83 AUTHCH:076516

CHTP REFID:067539189293 08/18/17 12:32:20

CUSTOMER CODE: n

APL: CITI VISA FUA: 0000000000

AID: A000000031010 TSI: F800

STORE: 0675 TERMINAL: 39 08/18/17 12:33:28

* OF ITEMS PURCHASED: 3

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.
 SEE REVERSE SIDE FOR RETURN POLICY.
 STORE MANAGER: DAVE FLINN

LOWE'S PRICE MATCH GUARANTEE
 FOR MORE DETAILS, VISIT LOWES.COM/PRICEMATCH

" YOUR OPINIONS COUNT!
 " REGISTER FOR A CHANCE TO BE
 " ONE OF FIVE \$300 WINNERS DRAWN MONTHLY!
 " REGISTRESE EN EL SORTEO MENSUAL
 " PARA SER UNO DE LOS CINCO GANADORES DE \$300!
 " REGISTER BY COMPLETING A GUEST SATISFACTION SURVEY
 " WITHIN ONE WEEK AT: www.Lowes.com/survey
 " YOUR ID # 39754 0675 280

" NO PURCHASE NECESSARY TO ENTER OR WIN.
 " VOTE WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER.
 " OFFICIAL RULES & WINNERS AT: www.Lowes.com/survey

STORE: 0675 TERMINAL: 39 08/18/17 12:33:28

1816844
APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO OWNER: WV Supreme Court of Appeals
 1900 Kanawha Blvd East
 Building One, Room E-100

PROJECT: Renovation to the
 Administrative Office of
 Justice Elizabeth D. Walker

APPLICATION NO: 1

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR:
 Oval Construction Mgmt
 PO Box 401
 Charleston, WV 25322
 CONTRACT FOR: General Construction

VIA ARCHITECT:

8/15/17

PROJECT NOS:

CONTRACT DATE: 6/19/17

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	44,200
2. Net change by Change Orders	\$	
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	44,200
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	44,200
5. RETAINAGE:		
a. 5 % of Completed Work (Column D + E on G703)	\$	2,210
b. 0 (Column F on G703)	\$	0
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	2,210
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	41,990
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	0
8. CURRENT PAYMENT DUE	\$	41,990
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	2,210

CONTRACTOR: Oval Construction Management LLC

By:  Date: 8/17/17

State of WV County of Kanawha
 Subscribed and sworn to before me this 17th day of August 2017
 Notary Public: Denise R Cunningham
 My Commission expires: June 21, 2021

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: See Contract pg. 1 Date:

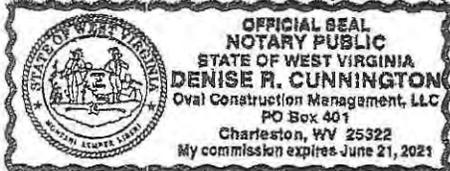
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0	\$0
NET CHANGES by Change Order	\$0	

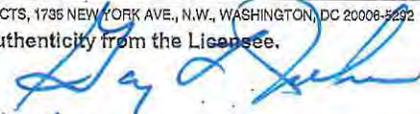
AIA DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA® - © 1992

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5292

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.



25800
 7401-000

 08/29/2017
 08/29/17
 8/29/2017

CV 18 W 47227

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1

APPLICATION DATE: 8/15/2017

PERIOD TO: 8/15/2017

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	General Conditions	11,251		11,251		11,251	100.00%		
2	Select Building Demolition Lab	3,240		3,240		3,240	100.00%		
3	Wood Blocking	250		250		250	100.00%		
4	Wood Wainscot Allowance	3,200		3,200		3,200	100.00%		
5	Build Closet	600		600		600	100.00%		
6	Baseboard	942		942		942	100.00%		
7	Install Cabinetry Main Office	800		800		800	100.00%		
8	Joint Sealant Labor	200		200		200	100.00%		
9	Wood Doors Labor	200		200		200	100.00%		
10	Vitrolite panels Labor	350		350		350	100.00%		
11	Ceramic Tile Labor	757		757		757	100.00%		
12	Wood Flooring Install	1,760		1,760		1,760	100.00%		
13	Flooring Trim around doors	280		280		280	100.00%		
14	Painting Subcontract	9,920		9,920		9,920	100.00%		
15	Plumbing	1,650		1,650		1,650	100.00%		
16	Electrical	8,800		8,800		8,800	100.00%		
GRAND TOTALS		44,200	0	44,200	0	44,200	100.00%	0	

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity



AIA[®] Document A105[™] – 2007

Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project

AGREEMENT made as of the 19th day of June in the year 2017
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

West Virginia Supreme Court of Appeals
1900 Kanawha Blvd East
Building One, Room E-100
Charleston, WV 25305

and the Contractor:
(Name, legal status, address and other information)

Oval Construction Management LLC
PO Box 401
Charleston, WV 25322

for the following Project:
(Name, location and detailed description)

Renovation to the Administrative Office of Justice Elizabeth D. Walker
WV Capitol Complex Building One, Rooms E-302 and ~~301A~~ **E-300** *JRC*
Charleston WV 25305

The project consists of historic renovation to the existing office. A detailed description is included and shown in the Attached Exhibit A.

The Architect:
(Name, legal status, address and other information)

There is no Architect of Record for this Project. The Owner will perform all duties of the Architect. Any disputes arising from this Contract will be jointly negotiated and decided by the Owner and Contractor in place of the Architect.

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

State or local law may impose requirements on contracts for home improvements. If this document will be used for Work on the Owner's residence, the Owner should consult local authorities or an attorney to verify requirements applicable to this Agreement.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE
- 3 CONTRACT SUM
- 4 PAYMENT
- 5 INSURANCE
- 6 GENERAL PROVISIONS
- 7 OWNER
- 8 CONTRACTOR
- 9 ARCHITECT
- 10 CHANGES IN THE WORK
- 11 TIME
- 12 PAYMENTS AND COMPLETION
- 13 PROTECTION OF PERSONS AND PROPERTY
- 14 CORRECTION OF WORK
- 15 MISCELLANEOUS PROVISIONS
- 16 TERMINATION OF THE CONTRACT
- 17 OTHER TERMS AND CONDITIONS

ARTICLE 1 THE CONTRACT DOCUMENTS

§ 1.1 The Contractor shall complete the Work described in the Contract Documents for the Project. The Contract Documents consist of

- .1 this Agreement signed by the Owner and Contractor;
- .2 the drawings and specifications prepared by the Architect, dated , and enumerated as follows:

Drawings:		
Number	Title	Date
Not Applicable		

Specifications:		
Section	Title	Pages
Not Applicable		

- .3 addenda prepared by the Architect as follows:
- | | | |
|----------------|------|-------|
| Number | Date | Pages |
| Not Applicable | | |

- .4 written orders for changes in the Work issued after execution of this Agreement; and

Init.

.5 other documents, if any, identified as follows:

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The number of calendar days available to the Contractor to substantially complete the Work is the Contract Time. The date of commencement of the Work shall be the date of this Agreement unless otherwise indicated below. The Contractor shall substantially complete the Work, no later than August 20th, 2017 () calendar days from the date of commencement, subject to adjustment as provided in Article 10 and Article 11.
(Insert the date of commencement, if it differs from the date of this Agreement.)

ARTICLE 3 CONTRACT SUM

§ 3.1 Subject to additions and deductions in accordance with Article 10, the Contract Sum is:

Forty-Four Thousand Two Hundred Dollars (\$ 44,200)

§ 3.2 For purposes of payment, the Contract Sum includes the following values related to portions of the Work:
(Itemize the Contract Sum among the major portions of the Work.)

Portion of Work	Value
See the Attached Exhibit A Schedule of Values	

§ 3.3 Unit prices, if any, are as follows:
(Identify and state the unit price; state the quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
1. Demolition Labor	1. Man Hour - Beyond 72 Man Hours	1. \$56
2. Builders Risk Insurance Policy	2. One time charge - No cost for Builders risk is included in Oval's quote presently	2. \$750
3. Labor to move or relocate the Owner's existing Furniture, Fixtures and Equipment (FF&E).	3. Man Hour - - No cost for moving FF&E is included in Oval's quote presently	3. \$56
4.		

§ 3.4 Allowances included in the Contract Sum, if any, are as follows:
(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price
1. Select Building Demolition Labor	\$3240
2. Wood Blocking Behind Walls as required	\$250
3. Wood Wainscot Material	\$1600
4. Wood Wainscot Installation Labor	\$1600
5. Build Closet Labor (Material by Owner)	\$600
6. New Baseboard (If required)	\$942

7. Labor for Cabinetry and Countertops (Material by Owner)	\$800
8. Wood Door Installation (Material by Owner)	\$200
9. Labor or Subcontract Charges to Install or modify existing vitrolite panels (Material by Owner)	\$350
10. Labor to Install new Ceramic Tile in bathroom (All Material by Owner)	\$756
11. Labor to Install New Wood Floor (All Material by Owner)	\$1600
12. Labor and Material for shoe molding around existing door frames and new flooring intersection if necessary	\$280
13. Painting Subcontract as described on the attached Estimate by Prism Painting dated 6/7/2017.	\$9420
14. Plumbing Subcontract - remove and replace existing toilet. Remove existing sink faucet and replace new sink faucet and waste trap. (Sink and faucet by Owner)	\$1650
15. Electrical Subcontract as described in the attached South Charleston Electric Proposal dated 6/7/17	\$8800

§ 3.5 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner:

(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

Not applicable

§ 3.6 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work.

ARTICLE 4 PAYMENT

§ 4.1 Based on Contractor's Applications for Payment certified by the Architect, the Owner shall pay the Contractor, in accordance with Article 12, as follows:

(Insert below timing for payments and provisions for withholding retainage, if any.)

Monthly

§ 4.2 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate below, or in the absence thereof, at the legal rate prevailing at the place of the Project.

%

ARTICLE 5 INSURANCE

§ 5.1 The Contractor shall provide Contractor's general liability and other insurance as follows:
(Insert specific insurance requirements and limits.)

Type of insurance	Limit of liability (\$0.00)
See Attached Exhibit B	

§ 5.2 The Owner shall provide property insurance to cover the value of the Owner's property, including any Work provided under this Agreement. The Contractor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner's property insurance.

§ 5.3 The Contractor shall obtain an endorsement to its general liability insurance policy to cover the Contractor's obligations under Section 8.12.

§ 5.4 The Contractor shall provide a certificate of insurance showing its coverages prior to commencement of the Work.

§ 5.5 Unless specifically precluded by the Owner's property insurance policy, the Owner and Contractor waive all rights against (1) each other and any of their subcontractors, suppliers, agents and employees, each of the other; and (2) the Architect, Architect's consultants and any of their agents and employees, for damages caused by fire or other causes of loss to the extent covered by property insurance or other insurance applicable to the Work.

ARTICLE 6 GENERAL PROVISIONS

§ 6.1 THE CONTRACT

The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a written modification in accordance with Article 10.

§ 6.2 THE WORK

The term "Work" means the construction and services required by the Contract Documents, and includes all other labor, materials, equipment and services provided, or to be provided, by the Contractor to fulfill the Contractor's obligations.

§ 6.3 INTENT

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

§ 6.4 OWNERSHIP AND USE OF ARCHITECT'S DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS.

Documents prepared by the Architect are instruments of the Architect's service for use solely with respect to this Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. The Contractor, subcontractors, sub-subcontractors, and material or equipment suppliers are authorized to use and reproduce the instruments of service solely and exclusively for execution of the Work. The instruments of service may not be used for other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Architect.

ARTICLE 7 OWNER

§ 7.1 INFORMATION AND SERVICES REQUIRED OF THE OWNER

§ 7.1.1 If requested by the Contractor, the Owner shall furnish all necessary surveys and a legal description of the site.

§ 7.1.2 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, the Owner shall obtain and pay for other necessary approvals, easements, assessments and charges.

Init.

§ 7.2 OWNER'S RIGHT TO STOP THE WORK

If the Contractor fails to correct Work which is not in accordance with the Contract Documents, the Owner may direct the Contractor in writing to stop the Work until the correction is made.

§ 7.3 OWNER'S RIGHT TO CARRY OUT THE WORK

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies, correct such deficiencies. In such case, the Contract Sum shall be adjusted to deduct the cost of correction from payments due the Contractor.

§ 7.4 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

§ 7.4.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project.

§ 7.4.2 The Contractor shall coordinate and cooperate with the Owner's own forces and separate contractors employed by the Owner.

§ 7.4.3 Costs caused by delays or by improperly timed activities or defective construction shall be borne by the party responsible therefor.

ARTICLE 8 CONTRACTOR

§ 8.1 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

§ 8.1.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

§ 8.1.2 The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies or omissions discovered to the Architect.

§ 8.2 CONTRACTOR'S CONSTRUCTION SCHEDULE

The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work.

§ 8.3 SUPERVISION AND CONSTRUCTION PROCEDURES

§ 8.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures, and for coordinating all portions of the Work.

§ 8.3.2 The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner through the Architect the names of subcontractors or suppliers for each portion of the Work. The Contractor shall not contract with any subcontractor or supplier to whom the Owner or Architect have made a timely and reasonable objection.

§ 8.4 LABOR AND MATERIALS

§ 8.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work.

§ 8.4.2 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract Work. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 8.5 WARRANTY

The Contractor warrants to the Owner and Architect that: (1) materials and equipment furnished under the Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of the Contract Documents.

§ 8.6 TAXES

The Contractor shall pay sales, consumer, use and similar taxes that are legally required when the Contract is executed.

§ 8.7 PERMITS, FEES AND NOTICES

§ 8.7.1 The Contractor shall obtain and pay for the building permit and other permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work.

§ 8.7.2 The Contractor shall comply with and give notices required by agencies having jurisdiction over the Work. If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs. The Contractor shall promptly notify the Architect in writing of any known inconsistencies in the Contract Documents with such governmental laws, rules and regulations.

§ 8.8 SUBMITTALS

The Contractor shall promptly review, approve in writing and submit to the Architect Shop Drawings, Product Data, Samples and similar submittals required by the Contract Documents. Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents.

§ 8.9 USE OF SITE

The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, the Contract Documents and the Owner.

§ 8.10 CUTTING AND PATCHING

The Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly.

§ 8.11 CLEANING UP

The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, the Contractor shall remove its tools, construction equipment, machinery and surplus material; and shall properly dispose of waste materials.

§ 8.12 INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

ARTICLE 9 ARCHITECT

§ 9.1 The Architect will provide administration of the Contract as described in the Contract Documents. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 9.2 The Architect will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work.

§ 9.3 The Architect will not have control over or charge of, and will not be responsible for, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work.

since these are solely the Contractor's responsibility. The Architect will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

§ 9.4 Based on the Architect's observations and evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor.

§ 9.5 The Architect has authority to reject Work that does not conform to the Contract Documents.

§ 9.6 The Architect will promptly review and approve or take appropriate action upon Contractor's submittals, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 9.7 The Architect will promptly interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request from either the Owner or Contractor.

§ 9.8 Interpretations and decisions of the Architect will be consistent with the intent of and reasonably inferable from the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either and will not be liable for results of interpretations or decisions rendered in good faith.

§ 9.9 The Architect's duties, responsibilities and limits of authority as described in the Contract Documents shall not be changed without written consent of the Owner, Contractor and Architect. Consent shall not be unreasonably withheld.

ARTICLE 10 CHANGES IN THE WORK

§ 10.1 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and Contract Time being adjusted accordingly in writing. If the Owner and Contractor can not agree to a change in the Contract Sum, the Owner shall pay the Contractor its actual cost plus reasonable overhead and profit.

§ 10.2 The Architect will have authority to order minor changes in the Work not involving changes in the Contract Sum or the Contract Time and not inconsistent with the intent of the Contract Documents. Such orders shall be in writing and shall be binding on the Owner and Contractor. The Contractor shall carry out such orders promptly.

§ 10.3 If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be subject to equitable adjustment.

ARTICLE 11 TIME

§ 11.1 Time limits stated in the Contract Documents are of the essence of the Contract.

§ 11.2 If the Contractor is delayed at any time in progress of the Work by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Contractor's control, the Contract Time shall be subject to equitable adjustment.

ARTICLE 12 PAYMENTS AND COMPLETION

§ 12.1 CONTRACT SUM

The Contract Sum stated in the Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 12.2 APPLICATIONS FOR PAYMENT

§ 12.2.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment for Work completed in accordance with the values stated in the Agreement. Such Application shall be supported by data substantiating the Contractor's right to payment as the Owner or Architect may reasonably require. Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the

Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

§ 12.2.2 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests or other encumbrances adverse to the Owner's interests.

§ 12.3 CERTIFICATES FOR PAYMENT

The Architect will, within seven days after receipt of the Contractor's Application for Payment, either issue to the Owner a Certificate for Payment, with a copy to the Contractor, for such amount as the Architect determines is properly due, or notify the Contractor and Owner in writing of the Architect's reasons for withholding certification in whole or in part.

§ 12.4 PROGRESS PAYMENTS

§ 12.4.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner provided in the Contract Documents.

§ 12.4.2 The Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from the Owner, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.

§ 12.4.3 Neither the Owner nor the Architect shall have responsibility for payments to a subcontractor or supplier.

§ 12.4.4 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the requirements of the Contract Documents.

§ 12.5 SUBSTANTIAL COMPLETION

§ 12.5.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

§ 12.5.2 When the Work or designated portion thereof is substantially complete, the Architect will make an inspection to determine whether the Work is substantially complete. When the Architect determines that the Work is substantially complete the Architect shall prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, shall establish the responsibilities of the Owner and Contractor, and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 12.6 FINAL COMPLETION AND FINAL PAYMENT

§ 12.6.1 Upon receipt of a final Application for Payment, the Architect will inspect the Work. When the Architect finds the Work acceptable and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment.

§ 12.6.2 Final payment shall not become due until the Contractor submits to the Architect releases and waivers of liens, and data establishing payment or satisfaction of obligations, such as receipts, claims, security interests or encumbrances arising out of the Contract.

§ 12.6.3 Acceptance of final payment by the Contractor, a subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 13 PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall take reasonable precautions to prevent damage, injury or loss to employees on the Work, the Work and materials and

equipment to be incorporated therein, and other property at the site or adjacent thereto. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, or by anyone for whose acts the Contractor may be liable.

ARTICLE 14 CORRECTION OF WORK

§ 14.1 The Contractor shall promptly correct Work rejected by the Architect as failing to conform to the requirements of the Contract Documents. The Contractor shall bear the cost of correcting such rejected Work, including the costs of uncovering, replacement and additional testing.

§ 14.2 In addition to the Contractor's other obligations including warranties under the Contract, the Contractor shall, for a period of one year after Substantial Completion, correct work not conforming to the requirements of the Contract Documents.

§ 14.3 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 7.3.

ARTICLE 15 MISCELLANEOUS PROVISIONS

§ 15.1 ASSIGNMENT OF CONTRACT

Neither party to the Contract shall assign the Contract as a whole without written consent of the other.

§ 15.2 TESTS AND INSPECTIONS

§ 15.2.1 At the appropriate times, the Contractor shall arrange and bear cost of tests, inspections and approvals of portions of the Work required by the Contract Documents or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.

§ 15.2.2 If the Architect requires additional testing, the Contractor shall perform those tests.

§ 15.2.3 The Owner shall bear cost of tests, inspections or approvals that do not become requirements until after the Contract is executed.

§ 15.3 GOVERNING LAW

The Contract shall be governed by the law of the place where the Project is located.

ARTICLE 16 TERMINATION OF THE CONTRACT

§ 16.1 TERMINATION BY THE CONTRACTOR

If the Architect fails to certify payment as provided in Section 12.3 for a period of 30 days through no fault of the Contractor, or if the Owner fails to make payment as provided in Section 12.4.1 for a period of 30 days, the Contractor may, upon seven additional days' written notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed including reasonable overhead and profit, and costs incurred by reason of such termination.

§ 16.2 TERMINATION BY THE OWNER FOR CAUSE

§ 16.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the subcontractors;
- .3 persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction; or
- .4 is otherwise guilty of substantial breach of a provision of the Contract Documents.

§ 16.2.2 When any of the above reasons exist, the Owner, after consultation with the Architect, may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may

- .1 take possession of the site and of all materials thereon owned by the Contractor, and
- .2 finish the Work by whatever reasonable method the Owner may deem expedient.

§ 16.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 16.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 16.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This obligation for payment shall survive termination of the Contract.

§ 16.3 TERMINATION BY THE OWNER FOR CONVENIENCE

The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause. The Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

ARTICLE 17 OTHER TERMS AND CONDITIONS

(Insert any other terms or conditions below.)

17.1 Contractor acknowledges that Owner is a branch of the government of the State of West Virginia and is therefore immune from suit under Section 35, Article VI of the Constitution of West Virginia. Contractor therefore agrees and acknowledges that the sole forum for any claim or lawsuit Contractor may have arising from this Agreement is the Court of Claims of the State of West Virginia

17.2 Contractor represents and warrants as follows:

17.2.1 Contractor has full power and authority to enter into this Agreement.

17.2.2 Contractor is in good standing in the jurisdictions in which it conducts business.

17.2.3 Contractor accepts responsibility to comply with all laws and regulations, including acquisition of any permits and licenses required by or incidental to completion of its work/provision of Services pursuant to this Agreement.

17.2.4 Contractor agrees not to solicit for hire the services of any Court employee it comes in contact while performing the work/Service set for in this Agreement.

17.2.5 Contractor shall not violate the terms of any agreement with any third party in performing the work/providing the Services pursuant to this Agreement.

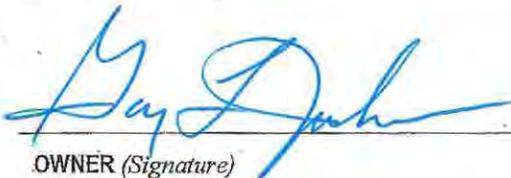
17.2.6 Contractor agrees and affirms that in completing the work/providing the Service for this Agreement, it will use only work product that is the original work of Contractor, or that it is permitted or licensed to use, and that it will not infringe upon, violate, or misappropriate any intellectual property, patent, copyright, trade secret, trademark, contract, or any other privacy right or proprietary right of any third party, and that Contractor shall indemnify, defend, and hold the Court, its successors and assigns, harmless from any and all claims, loss, damages, costs and expenses, including reasonable attorney fees, resulting from any alleged breach of this provision.

17.2.7 Contractor agrees to bring promptly to the attention of the Court any situation that may pose a potential conflict of interest.

17.3 See the attached Oval Construction quote dated 6/12/17 which forms the basis of this contract.

This Agreement entered into as of the day and year first written above.

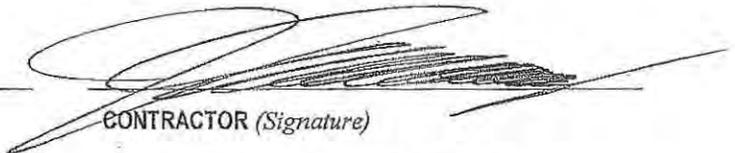
(If required by law, insert cancellation period, disclosures or other warning statements above the signatures.)



OWNER (Signature)
Gary L. Johnson
Administrative Director
Supreme Court of Appeals of West Virginia

(Printed name, title and address)

Gary L. Johnson
Administrative Director



CONTRACTOR (Signature)
James Carney Jr. Managing Member
PO Box 401
Charleston, WV 25322

(Printed name, title and address)

LICENSE NO.: WV037157
JURISDICTION: West Virginia

EXHIBIT "B"

INSURANCE REQUIREMENTS

Exhibit A

Attachment to AIA A105 Standard Form of Agreement Between Contractor and Subcontractor

Project:

Renoyation to the Administrative Office of Justice Elizabeth D. Walker

Location:

WV Capitol Complex Building One, Rooms E-302 and 301
Charleston WV 25305

<u>Type of Insurance</u>	<u>Limits of Liability</u>
Workers Compensation	Statutory – State of WV
Contractor's Public Liability Insurance General Aggregate	\$2,000,000
Liability Insurance – Products Complete Operations Aggregate	\$1,000,000
Liability Insurance – Personal & Advertising Injury Limit	\$1,000,000
Liability Insurance – Each Occurrence	\$1,000,000
Automobile Liability – Insurance Limits Per accident; provide "Any Auto" Coverage	\$1,000,000
Excess Liability Insurance Limits Required: Combined Single Limit Occurrence: Aggregate	\$2,000,000

Oval Construction Management LLC agrees to add the Owner as an additional insured for General Liability, Auto Liability and Excess Liability on a Primary and Non Contributory Basis on their Insurance Policy.

Builder's Risk: At the present time, Builders Risk will be carried by the Owner unless other arrangements are made.

Prizm Painting LLC

20 Edgewood Dr
Hurricane, WV 25526
WV 038686

Estimate

Date
6/7/2017

Name / Address
Walker Supreme Court

Terms	Project

Item	Description	Qty	Total
Commercial Labor	Plaster Patching	30	2,540.00
Commercial Labor	20x20 Room 1 Walls	920	1,840.00
Commercial Labor	20x20 Room 2 Walls	920	1,840.00
Commercial Labor	20x20 Room Ceiling 1	400	860.00
Commercial Labor	20x20 Room Ceiling 2	400	860.00
Commercial Labor	Wallpaper Removal & Skim	120	360.00
Commercial Labor	Wainscotting Painting	320	1,120.00
	Subtotal From Above		9,420.00

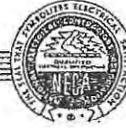
	Total	\$9,420.00
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Phone #	Fax #	E-mail	Web Site
304-549-8750	304-760-0181	lmcgrew@prizmpaintingllc.com	prizupaintingllc.com

1011 "F" Street
P.O. Box 8494
South Charleston, WV 25303

Phone (304) 744-3407
Fax (304) 744-3408
Contractor No. WV000800

South Charleston Electric Co.



June 7, 2017

Oval Construction
James Carney

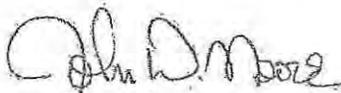
Re: Justice Walkers Office Renovation

Electrical Scope:

- Install all new fixtures furnished by owner to include:
 - Removal and replacement of 2 chandeliers and 1 bathroom fixture in the justice's office.
 - Cut in and install 7 new can fixtures and 1 switch for the cans.
 - Cut in and install 5 new can fixtures and replace 1 existing can fixture in the justice's admin. office.
 - Cut in and install 1 new switch for the can fixtures.

- Replace switches, receptacles and covers in both offices and bathroom.
- Relocate 5 outlets as directed by the owner.
- Any cutting, chasing of walls, patching and painting for the wiring of switches and outlets by others.

\$8,800.00


John Moore
President

OVAL CONSTRUCTION MANAGEMENT										
Charleston, WV										
347-8820										
Job Name: Supreme Court - Justice Walker's Office Renovation										
Location: Charleston WV										
Date: 6/12/17										
ITEM NO.	CSI FORMAT SUMMARY			oval labor	mat'l & rnt'l eqp.	subs	total \$\$\$			
01	General Conditions			760	1,575	0	2,335			
02	Excavation & Sitework			3,240	0	0	3,240			
03	Concrete			0	0	0	0			
04	Masonry			0	0	0	0			
05	Metals			0	0	0	0			
06	Wood & Plastics			3,828	2,064	0	5,892			
07	Moisture & Thermal Protection			180	180	0	360			
08	Doors & Windows			200	0	0	200			
09	Finishes			2,906	80	9,920	12,906			
10	Specialties			0	0	0	0			
11	Equipment			0	0	0	0			
12	Furnishings			0	0	0	0			
13	Special Construction			0	0	0	0			
14	Elevators			0	0	0	0			
15	Mechanical			0	0	1,650	1,650			
16	Electrical			0	0	8,800	8,800			
	Subtotal			11,114	3,899	20,370	35,383			
90060	Direct Labor Burden	28.0%					3,112			
90010	Small Tools	1.5%					167			
90515	Material Sales Tax	7.0%					273			
90030	Builder's Risk Insurance	none					0			
90015	Contractors Liability Insurance	form					844			
90500	Building Permit	none					0			
90100	Performance & Payment Bond	none					0			
90510	City B&O Tax	2.00%					884			
90600	Architectural/Engineer Fees	none					0			
90650	Consultant Expense	none					0			
90005	Union fringe benefits	none					0			
90800	Oval Construction's Fee	8.00%					3,536			
90700	Contingency	0.00%					0			
90035	Owner's Allowance	none					0			
	TOTAL	>>>>					44,199			
							FINAL BUDGET 44,200			
QUALIFICATIONS:										
01	GENERAL CONDITIONS	units	quantity	labor unit price	mat'l & rnt'l eqp. unit price	subs unit price	oval labor	mat'l & rnt'l eqp.	subs	total \$\$\$
01041	Supervision	working	0	2000.00	0.00	0.00	0	0	0	0
01300	Blueprints	none	0	0.00	0.00	0.00	0	0	0	0
01390	Miscellaneous & Expendables	allow	1	0.00	75.00	0.00	0	75	0	75
01400	Field Eng & Layout	none	0	0.00	0.00	0.00	0	0	0	0
01405	Soils Testing	none	0	0.00	0.00	0.00	0	0	0	0
01410	Concrete Testing	none	0	0.00	0.00	0.00	0	0	0	0
01415	Asbestos Testing	none	0	0.00	0.00	0.00	0	0	0	0
01420	Lead Paint Testing	none	0	0.00	0.00	0.00	0	0	0	0
01425	Mold Testing	none	0	0.00	0.00	0.00	0	0	0	0
01500	Mobilization	allow	1	200.00	200.00	0.00	200	200	0	400
01510	Temp Water Bill	none	0	0.00	0.00	0.00	0	0	0	0
01511	Temp Gas Well	none	0	0.00	0.00	0.00	0	0	0	0
01512	Temp Electric Bill	none	0	0.00	0.00	0.00	0	0	0	0
01513	Cell Phones & Pagers	mo	1	0.00	100.00	0.00	0	100	0	100
01517	Drinking Water	none	0	0.00	0.00	0.00	0	0	0	0
01520	Temporary Toilets	none	0	0.00	0.00	0.00	0	0	0	0
01522	Temporary Fencing	none	0	0.00	0.00	0.00	0	0	0	0
01525	Barricades	none	0	0.00	0.00	0.00	0	0	0	0
01560	Dust Partitions	none	0	0.00	0.00	0.00	0	0	0	0
01570	Dumpsters	pulls	2	0.00	600.00	0.00	0	1,200	0	1,200
01575	Project Sign	none	0	0.00	0.00	0.00	0	0	0	0
01576	Project Sign Material	none	0	0.00	0.00	0.00	0	0	0	0
01580	Job Trailers	none	0	0.00	0.00	0.00	0	0	0	0
01590	General Labor	mh	8	45.00	0.00	0.00	360	0	0	360
01595	Final Cleanup	sf	800	0.25	0.00	0.00	200	0	0	200
	Subtotal						760	1,575	0	2,335

				labor	mat'l &						
O2	EXCAVATION & SITEWORK	units	quantity	unit	mat'l &	subs	total	mat'l &	subs	total	
				price	unit price	unit price	labor	mat'l &		\$\$\$	
								mat'l &			
								mat'l &			
			0	0.00	0.00	0.00	0	0	0	0	0
02050	Site Demolition	none	0	0.00	0.00	0.00	0	0	0	0	0
02060	Select Building Demolition Lab	mb	72	45.00	0.00	0.00	3,240	0	0	0	3,240
02061	Sitework	none	0	0.00	0.00	0.00	0	0	0	0	0
							0	0	0	0	0
	Subtotal						3,240	0	0	0	3,240
O3	CONCRETE	units	quantity	labor	mat'l &	subs	total	mat'l &	subs	total	
				unit	mat'l &	unit price	labor	mat'l &		\$\$\$	
				price	unit price			mat'l &			
								mat'l &			
								mat'l &			
			0	0.00	0.00	0.00	0	0	0	0	0
03200	Concrete	none	0	0.00	0.00	0.00	0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
	Subtotal						0	0	0	0	0
O4	MASONRY	units	quantity	labor	mat'l &	subs	total	mat'l &	subs	total	
				unit	mat'l &	unit price	labor	mat'l &		\$\$\$	
				price	unit price			mat'l &			
								mat'l &			
								mat'l &			
			0	0.00	0.00	0.00	0	0	0	0	0
04200	Unit Masonry Subcontractor	none	0	0.00	0.00	0.00	0	0	0	0	0
04210	Hearth / Mantle	none	0	0.00	0.00	0.00	0	0	0	0	0
04400	Marble Window Stools	none	0	0.00	0.00	0.00	0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
	Subtotal						0	0	0	0	0
O5	METALS	units	quantity	labor	mat'l &	subs	total	mat'l &	subs	total	
				unit	mat'l &	unit price	labor	mat'l &		\$\$\$	
				price	unit price			mat'l &			
								mat'l &			
								mat'l &			
			0	0.00	0.00	0	0	0	0	0	0
05100	Steel	none	0	0.00	0.00	0	0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
	Totals						0	0	0	0	0
O6	WOOD & PLASTICS	units	quantity	labor	mat'l &	subs	total	mat'l &	subs	total	
				unit	mat'l &	unit price	labor	mat'l &		\$\$\$	
				price	unit price			mat'l &			
								mat'l &			
								mat'l &			
			1	0.00	100.00	0.00	0	100	0	100	0
06050	Rough Hardware Material	allow	1	0.00	100.00	0.00	0	100	0	100	0
06100	Wood Blocking	allow	1	200.00	50.00	0.00	200	50	0	250	0
06200	Wood Wainscot Allowance	sf	160	10.00	10.00	0.00	1,600	1,600	0	3,200	Brian Poll
06201	Build closet	mb	12	50.00	0.00	0.00	600	0	0	600	0
06202	Baseboard	lf	157	4.00	2.00	0.00	628	314	0	942	0
06250	Install Cabinetry Main Office	mb	16	50.00	0.00	0.00	800	0	0	800	0
06251	Cabinetry	by owner	0	0.00	0.00	0.00	0	0	0	0	0
06252	Admin Office Cabinetry & tops	by owner	0	0.00	0.00	0.00	0	0	0	0	0
06300	Cabinets & Top Labor	unknown	0	0.00	0.00	0.00	0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
							0	0	0	0	0
	Subtotal						3,828	2,064	0	5,892	0

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

PAGES

TO OWNER: WV Supreme Court of Appeals
1900 Kanawha Blvd East.
Building One, Room E-100

PROJECT: Renovation to the
Administrative Office of
Justice Elizabeth D. Walker

APPLICATION NO: 2

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR:
Oval Construction Mgmt
PO Box 401
Charleston, WV 25322

VIA ARCHITECT:

9/19/17

PROJECT NOS:

CONTRACT FOR: General Construction

CONTRACT DATE: 6/19/17

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM \$ 44,200
- 2. Net change by Change Orders \$ 17,975
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 62,175
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 62,175
- 5. RETAINAGE:
 - a. 0 % of Completed Work \$ 0
 - (Column D + E on G703)
 - b. 0 \$ 0
 - (Column F on G703)
 - Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$.0
- 6. TOTAL EARNED LESS RETAINAGE \$ 62,175
(Line 4 Less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 41,990
- 8. CURRENT PAYMENT DUE \$ 20,185
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 0
(Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Oval Construction Management LLC

By:  Date: 9/19/17

State of: WV County of: Kanawha
Subscribed and sworn to before me this 19th day of September, 2017
Notary Public: Denise R. Cunningham
My Commission expires: 06-21-21

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 17,975.00

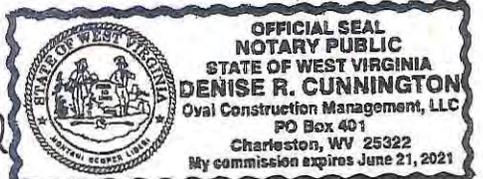
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: See contract, page 1 Date: 10/04/2017

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	\$17,975.00	
TOTALS	\$17,975	\$0
NET CHANGES by Change Order	\$17,975	

User may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.



See Roger Joy 10/13/17

Guy Lahn 10/6/17
Kimberly M. Ellis 10/04/2017

323
GAX
17 * 46982

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 3 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 2

Contractor's signed certification is attached.

APPLICATION DATE: 9/19/2017

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 9/19/2017

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	General Conditions	11,251	11,251	0		11,251	100.00%		
2	Select Building Demolition Lab	3,240	3,240	0		3,240	100.00%		
3	Wood Blocking	250	250	0		250	100.00%		
4	Wood Wainscot Allowance	3,200	3,200	0		3,200	100.00%		
5	Build Closet	600	600	0		600	100.00%		
6	Baseboard	942	942	0		942	100.00%		
7	Install Cabinetry Main Office	800	800	0		800	100.00%		
8	Joint Sealant Labor	200	200	0		200	100.00%		
9	Wood Doors Labor	200	200	0		200	100.00%		
10	Vitrolite panels Labor	350	350	0		350	100.00%		
11	Ceramic Tile Labor	757	757	0		757	100.00%		
12	Wood Flooring Install	1,760	1,760	0		1,760	100.00%		
13	Flooring Trim around doors	280	280	0		280	100.00%		
14	Painting Subcontract	9,920	9,920	0		9,920	100.00%		
15	Plumbing	1,650	1,650	0		1,650	100.00%		
16	Electrical	8,800	8,800	0		8,800	100.00%		
17	Change Order #1	17,975		17,975		17,975	100.00%		
GRAND TOTALS		62,175	44,200	17,975	0	62,175	100.00%	0	

WALKER 324

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

 **AIA**® Document A105™ - 2007

Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project

AGREEMENT made as of the 19th day of June in the year 2017
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

West Virginia Supreme Court of Appeals
1900 Kanawha Blvd East
Building One, Room E-100
Charleston, WV 25305

and the Contractor:
(Name, legal status, address and other information)

Oval Construction Management LLC
PO Box 401
Charleston, WV 25322

for the following Project:
(Name, location and detailed description)

Renovation to the Administrative Office of Justice Elizabeth D. Walker
WV Capitol Complex Building One, Rooms E-302 and ~~301~~ **E-300** JRC
Charleston WV 25305

The project consists of historic renovation to the existing office. A detailed description is included and shown in the Attached Exhibit A.

The Architect:
(Name, legal status, address and other information)

There is no Architect of Record for this Project. The Owner will perform all duties of the Architect. Any disputes arising from this Contract will be jointly negotiated and decided by the Owner and Contractor in place of the Architect.

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

State or local law may impose requirements on contracts for home improvements. If this document will be used for Work on the Owner's residence, the Owner should consult local authorities or an attorney to verify requirements applicable to this Agreement.



Construction
Management LLC

Post Office Box 401 • Charleston, WV 25322 • Phone 304.347.8820 • Cellular 304.549.4051
www.ovalconstruction.com • info@ovalconstruction.com

September 19, 2017

West Virginia Supreme Court of Appeals
Attn: Kimberly Ellis, Director of Administrative Services
Building One, Room E-100
1900 Kanawha Blvd East
Charleston, WV 25305

Kim,

Enclosed for your review and execution are (2) copies of the Final Application for Payment (#2) and 2 copies of Change Order 1.

Please return one fully executed Change Order to Oval Construction. I have enclosed a return envelope for your convenience.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Carney, Jr.", written over a blue scribble.

James Carney, Jr
Managing Member
Oval Construction Management, LLC

Enc: (2) Final Application for Payment (#2)
(2) Change Order 1



AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address): Justice Walker Office Renovation: WV Supreme Court of Appeals 1900 Kanawha Blvd East Building One, Room E-100 Charleston, WV 25305	CHANGE ORDER NUMBER: 001 DATE: 09/19/2017	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Oval Construction Management, LLC. PO Box 401 Charleston, WV 25322	ARCHITECT'S PROJECT NUMBER: CONTRACT DATE: 06/19/2017 CONTRACT FOR: Office Renovation	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

See the attached Exhibit A

The original Contract Sum was	\$	44,200.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	44,200.00
The Contract Sum will be increased by this Change Order in the amount of	\$	17,975.00
The new Contract Sum including this Change Order will be	\$	62,175.00
The Contract Time will be increased by Zero (0) days.		
The date of Substantial Completion as of the date of this Change Order therefore is		

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

not applicable <i>See contract, page 1</i>	Oval Construction Management, LLC.	Supreme Court of Appeals of West Virginia
ARCHITECT (Firm name) 1900 Kanawha Blvd. E., Room E100 Charleston, WV 25305	CONTRACTOR (Firm name) PO Box 401	OWNER (Firm name) 1900 Kanawha Blvd E, Room E100 Charleston, WV 2530
ADDRESS <i>Kimberly M. Ellis</i>	ADDRESS <i>[Signature]</i>	ADDRESS <i>[Signature]</i>
BY (Signature) <i>Kimberly M. Ellis</i>	BY (Signature) <i>James R. Carney, Jr.</i>	BY (Signature) <i>GARY JOHNSON</i>
(Typed name) <i>10/04/2017</i>	(Typed name) <i>9/19/17</i>	(Typed name) <i>10/6/17</i>
DATE	DATE	DATE

Exhibit A to Change Order #1 from Pay Application #2

Project : *Renovation to the Administrative Office of Justice Elizabeth D. Walker*

Item #1 - Extra Wainscot

See the attached pricing proposal by Oval Construction Management dated 7/27/2017

Add \$5,201

Item #2 - Pickup/Deliver Flooring

See the attached pricing proposal by Oval Construction Management dated 8/17/2017

Add \$865

Item #3 - Tile Labor Price

See the attached pricing proposal by Oval Construction Management dated 8/17/2017

Add \$1,773

Item #4 - Patch Floor Walker's Bathroom

See the attached pricing proposal by Oval Construction Management dated 8/17/2017

Add \$587

Item #5 - Dust Control in Main Hallway

See the attached pricing proposal by Oval Construction Management dated 8/17/2017

Add \$198

Item #6 - Mount Drawer in Cabinet

See the attached pricing proposal by Oval Construction Management dated 8/17/2017

Add \$632

Item #7 - Radiator Cleaning

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$612

Item #8 - Install Cabinets, Crown Molding, Shoe Molding

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$4,181

Item #9 - Repair Justice Ketchum's Floor

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$525

Item #10 - Install, Modify, and Repair Bathroom Vanity

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$961

Item #11 - Install and Modify Curtains and Valence

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$477

Item #12 - Install New Toilet and Shutoff Valves

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$991

Item #13 - Install Light Fixture and New Circuit

See the attached pricing proposal by Oval Construction Management dated 8/23/2017

Add \$972

Total of Change Order #1

\$17,975

Pricing Proposal Log			
Oval No.	No.	Item	Pending Amount
20.012	1	Extra Wainscot	\$ 5,201.00
20.003	2	Pickup/Deliver Flooring	\$ 865.00
	3	Tile Labor Price	\$ 1,773.00
20.002	4	Floor patch walker's bathroom	\$ 587.00
	5	Dust Control	\$ 198.00
20.005	6	Mount drawer in cabinet	\$ 632.00
20.006	7	Radiator Cleaning	\$ 612.00
20011, 20,004; 20,008	8	Install Cabinets and Crown & all trim allowances in 1	\$ 4,181.00
20,007	9	Ketchum Floor	\$ 525.00
20,009	10	Vanity	\$ 961.00
20.010	11	Curtains and Valence	\$ 477.00
	12	New Toilet & Shutoff valves	\$ 991.00
	13	Install light and new circuit	\$ 972.00
		Total to date	\$ 17,975.00

Original Contract Amount \$ 44,200.00
Changes & Pending Changes to \$ 17,975.00
New Contract Amount \$ 62,175.00

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 7/27/2017

Pricing Proposal # 1

Description of Work: Provide a the specified wood wainscot with modificat

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.	Contractual Wainscot Allowance			\$ (1,600)
3.	Contractual Painting Allowance (See Prism Painting Proposal last line item)			\$ (1,120)
4.	Contractual Closet Allowance			\$ (600)
5.	Prism Painting Additional costs (Wainscot touchup & Crown Molding)			\$ 780
6.	Quality Woods Pricing Proposal Dated 6/28/16			\$ 6,819
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
		\$ -	\$ -	\$ 4,279
Total:				\$ 4,279
Labor Burden:	24%			\$ -
Liability Insurance	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ 39
Bond	0%			\$ -
B&O Tax	2%			\$ 104
Tax On Material:	6%			\$ -
Profit & Overhead	15%			\$ 780
Grand Total:				\$ 5,201

James Carney Jr.

From: Luke McGrew [lmcgrew@prizmpaintingllc.com]
Sent: Wednesday, August 23, 2017 7:50 AM
To: 'James Carney Jr.'
Subject: Supreme Court

Original Contract 9420.00

Deduct Wainscotting -1120
Add Wainscotting Caulking & Touchup +186
Add Crown Molding +594

New Contract 9080.00

.5 other documents, if any, identified as follows:

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The number of calendar days available to the Contractor to substantially complete the Work is the Contract Time. The date of commencement of the Work shall be the date of this Agreement unless otherwise indicated below. The Contractor shall substantially complete the Work, no later than August 20th, 2017 () calendar days from the date of commencement, subject to adjustment as provided in Article 10 and Article 11.
(Insert the date of commencement, if it differs from the date of this Agreement.)

ARTICLE 3 CONTRACT SUM

§ 3.1 Subject to additions and deductions in accordance with Article 10, the Contract Sum is:

Forty-Four Thousand Two Hundred Dollars (\$ 44,200)

§ 3.2 For purposes of payment, the Contract Sum includes the following values related to portions of the Work:
(Itemize the Contract Sum among the major portions of the Work.)

Portion of Work	Value
See the Attached Exhibit A Schedule of Values	

§ 3.3 Unit prices, if any, are as follows:
(Identify and state the unit price; state the quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
1. Demolition Labor	1. Man Hour - Beyond 72 Man Hours	1. \$56
2. Builders Risk Insurance Policy	2. One time charge - No cost for Builders risk is included in Oval's quote presently	2. \$750
3. Labor to move or relocate the Owner's existing Furniture, Fixtures and Equipment. (FF&E)	3. Man Hour -- No cost for moving FF&E is included in Oval's quote presently	3. \$56
4.		

§ 3.4 Allowances included in the Contract Sum, if any, are as follows:
(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price
1. Select Building Demolition Labor	\$3240
2. Wood Blocking Behind Walls as required	\$250
3. Wood Wainscot Material	\$1600 ← *
4. Wood Wainscot Installation Labor	\$1600
5. Build Closet Labor (Material by Owner)	\$600 ← *
6. New Baseboard (If required)	\$942

- 7. Labor for Cabinetry and Countertops (Material by Owner) \$800
- 8. Wood Door Installation (Material by Owner) \$200
- 9. Labor or Subcontract Charges to Install or modify existing vitrolite panels (Material by Owner) \$350
- 10. Labor to Install new Ceramic Tile in bathroom (All Material by Owner) \$756
- 11. Labor to Install New Wood Floor (All Material by Owner) \$1600
- 12. Labor and Material for shoe molding around existing door frames and new flooring intersection if necessary \$280
- 13. Painting Subcontract as described on the attached Estimate by Prism Painting dated 6/7/2017. \$9420 ← ★
- 14. Plumbing Subcontract - remove and replace existing toilet. Remove existing sink faucet and replace new sink faucet and waste trap. (Sink and faucet by Owner) \$1650
- 15. Electrical Subcontract as described in the attached South Charleston Electric Proposal dated 6/7/17 \$8800

§ 3.5 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner:
(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

Not applicable

§ 3.6 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work.

ARTICLE 4 PAYMENT

§ 4.1 Based on Contractor's Applications for Payment certified by the Architect, the Owner shall pay the Contractor, in accordance with Article 12, as follows:
(Insert below timing for payments and provisions for withholding retainage, if any.)

Monthly

§ 4.2 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate below, or in the absence thereof, at the legal rate prevailing at the place of the Project.

%

Init.

Prizm Painting LLC
 20 Edgewood Dr
 Hurricane, WV 25526
 WV 038686

Estimate

Date
6/7/2017

- Name / Address
Walker Supreme Court

Terms	Project

Item	Description	Qty	Total
Commercial Labor	Plaster Patching	30	2,540.00
Commercial Labor	20x20 Room 1 Walls	920	1,840.00
Commercial Labor	20x20 Room 2 Walls	920	1,840.00
Commercial Labor	20x20 Room Ceiling 1	400	860.00
Commercial Labor	20x20 Room Ceiling 2	400	860.00
Commercial Labor	Wallpaper Removal & Skim	120	360.00
Commercial Labor	Wainscoting Painting	320	1,120.00
	Subtotal From Above		9,420.00

Total	\$9,420.00
--------------	------------

Phone #	Fax #	E-mail	Web Site
304-549-8750	304-760-0181	fmcgrew@prizmpaintingllc.com	prizmpaintingllc.com



QUALITY WOODS INC.

30237

OAK, CHERRY, MAPLE, POPLAR, ASH, OTHER HARDWOODS

ESTIMATE

PO BOX 957 ELEANOR WV 25070 - PH# 1-(304)-586-5879 FAX# 1-(304)-586-9754

Customer/Contractor: OVAL CONSTRUCTION CO (JIM CARNEY)
WV Supreme Court Justice Walker's Office
Charleston WV

Estimate Date: 6/28/2017
Phone #: (304) 347-8830
Salesman: Bryan Pell

Price is for material only. Prefinish charge is to prime.

ITEM	Quantity	Description	Unit Price	Est Price
		ALL MATERIAL TO BE PAINT GRADE POPLAR AND MAPLE PLYWOOD		
1)	1 lot	CUSTOM WAINSCOTING AS PER DRAWING WITH 1/2 IN PLYWOOD BACK 37 IN. TALL WITH 3/4" X 3-1/2" POPLAR ATTACHED AS SHOWN PER PATTERN IN DRAWING (RAW)	\$3,463.00	\$3,463.00
2)	1 ea.	PRIME THE ABOVE WAINSCOT	\$1,127.00	\$1,127.00
3)	1 ea.	CUSTOM CLOAK CLOSET 24 1/2 INCHES WIDE 24 INCHES DEEP AND 84 INCHES TALL WITH ONE FLAT PANEL DOOR AND ATTACHED CROWN AT TOP (RAW)	\$852.00	\$852.00
4)	1 ea.	PRIME THE ABOVE CABINET	\$179.00	\$179.00
5)	1 ea.	TAIL GATE DELIVERY TO EAST LOADING DOCK AT STATE CAPITOL	\$65.00	\$65.00
6)	1 ea.	ADDITIONAL CHARGE TO PAINT WITH SHERWIN WILLIAMS MATCHING PAINT COLOR	\$653.00	\$653.00
7)	1 ea.	ADDITIONAL 1% CHARLESTON WV SALES TAX	\$63.69	\$63.69

Add for Prefinish	\$0.00
Sub Total	\$6,432.69
6% Tax	\$385.96
TOTAL	\$6,818.65
DEPOSIT	\$0.00
AMOUNT DUE	\$6,818.65

Terms: 50% Down with signed order Balance due upon delivery. Estimates are good for 30 days

Accepted By: X

These estimated prices are based upon our receipt of the total job quantities. Addition or deletions may require price changes. We do not guarantee that the material listed in this estimate will be all that is required to complete this project.

Wednesday, June 28, 2017 10:11:29 AM

Page 1 of 1

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/17/2017

Pricing Proposal # 2

Description of Work: Pickup wood flooring; pickup marble floor

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	Pickup Wood Flooring at Smith Floor Covering Distributors			
4.	2 men 4 hours each 2x4x\$45	\$ 360		
5.	Truck and fuel	\$ -	\$ 50	
6.				
7.	Pickup Marble Flooring at Smith Floor Covering Distributors			
8.	Mike Smith 2 man hours @ \$55	\$ 110		
9.	Truck and fuel	\$ -	\$ 40	
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
		\$ 470	\$ 90	\$ -
Total:				\$ 560
Labor Burden: 28%				\$ 132
Liability Insurance 0% 0.9 % on Subcontractors plus 4.5% on labor				\$ 21
Bond 0%				\$ -
B&O Tax 2%				\$ 17
Tax On Material: 6%				\$ 5
Profit & Overhead 15%				\$ 130
Grand Total:				\$ 865

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/17/2017

Pricing Proposal # 3

Description of Work: Tile Floor & Walls in Bathroom

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	Labor to install ceramic tile in bathroom (contractual allowance)	\$ (756)		
4.				
5.	Contract to install tile in bathroom (Cornerstone Interiors)	\$ -		\$ 1,750
6.				
7.	Cost to remove and reinstall the tile between vitrolite panels see price attached			\$ 701
8.		\$ -		
9.		\$ -	\$ -	
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
		\$ (756)	\$ -	\$ 2,451
Total:				\$ 1,695
Labor Burden:	28%			\$ (212)
Liability Insurance	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ (12)
Bond	0%			\$ -
B&O Tax	2%			\$ 35
Tax On Material:	6%			\$ -
Profit & Overhead	15%			\$ 266
Grand Total:				\$ 1,773

By Cornerston Interiors, Inc. PO Box 412 Eleanor Wv

Job name: Supreme Court

Description of Work: Re-work the file between Vitrolite as requested by the Owner

Description of work performed		Oval Labor	Material	Subcontractor
1.				
2.	Carpenter 8 hours @ \$52.50	\$ 420		
3.				
4.				
5.		\$		
6.				
7.				
8.				
9.		\$		
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
		\$ 420	\$ -	\$ -
Total:				\$ 420
Labor Burden: 34%				\$ 143
Liability Insurance 0%				\$ 19
B&O Tax 2%				\$ 14
Profit & Overhead 15%				\$ 105
Total:				\$ 701

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/17/2017

Pricing Proposal # 4

Description of Work: Patch Floor in Main Office and in the bathroom

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	Floor Patch Material 2 bags at \$40/bag		\$ 80	
4.	Justice Walker's office labor			
5.	1 Carpenter & 1 Laborer @ \$52 & \$45 2 hours each	\$ 194		
6.				
7.	Floor Patch in Bathroom			
8.	Mike Smith 2 man hours @ \$55	\$ 110		
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
		\$ 304	\$ 80	\$ -
				\$ 364
	Total:			\$ 85
	Labor Burden: 28%			\$ 14
	Liability Insurance: 0% 0.9 % on Subcontractors plus 4.5% on labor			\$ -
	Bond: 0%			\$ 12
	B&O Tax: 2%			\$ 5
	Tax On Material: 6%			\$ 88
	Profit & Overhead: 15%			\$ 587
	Grand Total:			\$ 587

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/17/2017

Pricing Proposal # 5

Description of Work: Dust Control in the Main Hallway of the Supreme Court Justices wing of the Capitol

	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	Air Filters for Air Returns		\$ 22	
4.				
5.	2 man hours	\$ 105		
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
10.				
11.				
12.				
13.				
14.				
15.				
16.				
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18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
		\$ 105	\$ 22	\$ -

				\$ 127
Total:				\$ 29
Labor Burden:	28%			\$ 5
Liability Insurance:	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ -
Bond:	0%			\$ 4
B&O Tax:	2%			\$ 1
Tax On Material:	6%			\$ 30
Profit & Overhead:	15%			\$ 198
Grand Total:				

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/17/2017

Pricing Proposal # 6

Description of Work: Mount Drawer in Admin Office under counter

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	1 Carpenter & 1 Laborer @ \$52 & \$45 4 hours each	\$ 388		
4.				
5.	Miscellaneous fasteners		\$ 10	
6.				
7.		\$ -		
8.		\$ -	\$ -	
9.				
10.				
11.				
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20.				
21.				
22.				
23.				
24.				
25.				
26.		\$ 388	\$ 10	\$ -
Total:				\$ 398
Labor Burden: 28%				\$ 109
Liability Insurance 0% 0.9 % on Subcontractors plus 4.5% on labor				\$ 17
Bond 0%				\$ -
B&O Tax 2%				\$ 13
Tax On Material: 6%				\$ 1
Profit & Overhead 15%				\$ 95
Grand Total:				\$ 632

Oval

Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 7

Description of Work: Wire brush clean the radiators

	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	Prism Painting quoted price \$500 each			
4.	Oval Quoted price \$250 each x 3 radiators	\$ 600	\$ -	
5.	Miscellaneous fasteners		\$ -	
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
10.				
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21.				
22.				
23.				
24.				
25.				
26.				
		\$ 600	\$ -	\$ -
Total:				\$ 600
Labor Burden:	0%			\$ -
Liability Insurance	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ -
Bond	0%			\$ -
B&O Tax	2%			\$ 12
Tax On Material:	6%			\$ -
Profit & Overhead	15%			\$ -
Grand Total:				\$ 612

Oval

Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 8

Description of Work: Install Cabinets, crown molding, shoe molding.

Description of work performed		Oval Labor	Material	Subcontractor
1.				
2.				
3.	Contract Allowances	\$ -		
4.	New Baseboard		\$ (600)	
5.	Labor for Cabinetry	\$ (800)		
6.	Wood Door Installation	\$ (200)		
7.				
8.	Quality Woods Invoice 1115348	\$ -	\$ 67	
9.	Quality Woods Invoice 30299	\$ -	\$ 333	
10.	Quality Woods Invoice 1130402		\$ 71	
11.	Lowe's - Crown Molding		\$ 46	
12.				
13.	Labor for Crown in toilet and shoe molding in admin office			
14.	1 Carpenter @ \$52 & 3 hours	\$ 156		
15.	1 Laborer @ \$45 for 3 hours	\$ 135		
16.				
17.	Labor for Cabinet Installation and Cabinet Crown molding			
18.	1 Carpenter @ \$52 - 14 hours	\$ 728		
19.	1 Laborer @ \$45 for 14 hours	\$ 630		
20.				
21.	Shoe molding and chair rail at counter & all other shoe molding			
22.	1 Carpenter @ \$52 - 21 hours	\$ 1,092		
23.	1 Laborer @ \$45 for 21 hours	\$ 945		
24.				
25.				
26.				
		\$ 2,686	\$ (83)	\$ -

Total:				\$ 2,603
Labor Burden:	28%			\$ 752
Liability Insurance	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ 121
Bond	0%			\$ -
B&O Tax	2%			\$ 84
Tax On Material:	6%			\$ (5)
Profit & Overhead	15%			\$ 627
Grand Total:				\$ 4,181



*** INVOICE ***

1130402

REMIT TO: QUALITY WOODS INC P.O. BOX 4651 CHARLESTON, WV 25364

JLD TO:

OVAL CONSTRUCTION CO
WV Supreme Court Justice Walker's
Charleston WV
(304) 347-8820

1-(304) 925-9546
1-(800) 439-4094

1-(304) 586-3821
1-(800) 924-6512

Date: 8/10/2017

P.O. #:

Salesman: Bryan Pell

Qty	U/O	Description	Unit Price	Ext Price
34	UF	COLONIAL RIFT AND QUARTER WHITE OAK SHOE 1/2" X 3/4" PREFINISH	\$1.95	\$66.30

Add for Prefinish \$0.00
 Sub Total \$66.30
 7% Tax \$4.64
TOTAL \$70.94
 Deposit \$0.00
Amount Due \$70.94

15 AUG 2017

Please read and package this shipment on this invoice upon receipt of this order. See the back of this invoice for important information.

Thursday, August 10, 2017 @ 8:15:39 AM

(30402)

Page 1 of 1

OFFICE COPY

RECEIVED BY

[Signature]

DATE

OFFICE COPY

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 9

Description of Work: Repair Justice Ketchum's Floor

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	1 Carpenter & @ \$52 & 3 hours	\$ 156		
4.	Mike Smith @ \$55 & 3 hours	\$ 165		
5.	Miscellaneous supplies		\$ 10	
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
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25.				
26.				
		\$ 321	\$ 10	\$ -
Total:				\$ 331
Labor Burden: 28%				\$ 90
Liability Insurance 0% 0.9 % on Subcontractors plus 4.5% on labor				\$ 14
Bond 0%				\$ -
B&O Tax 2%				\$ 11
Tax On Material: 6%				\$ 1
Profit & Overhead 15%				\$ 79
Grand Total:				\$ 525

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 10

Description of Work: Install, modify and repair the bathroom vanity.

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	1 Carpenter @ \$52 & 6 hours	\$ 312		
4.	1 Laborer @ \$45 for 6 hours	\$ 270		
5.	Miscellaneous supplies		\$ 25	
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
10.				
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24.				
25.				
26.				
		\$ 582	\$ 25	\$ -
Total:				\$ 607
Labor Burden:	28%			\$ 153
Liability Insurance:	0% 0.9 % on Subcontractors plus 4.5% on labor			\$ 26
Bond:	0%			\$ -
B&O Tax:	2%			\$ 19
Tax On Material:	6%			\$ 2
Profit & Overhead:	15%			\$ 144
Grand Total:				\$ 961

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 11

Description of Work: Install, & modify the curtains and valence

Description of work performed		Oval Labor	Material	Subcontractor
1.				
2.				
3.	1 Carpenter & @ \$52 & 3 hours	\$ 156		
4.	1 Laborer @ \$45 for 3 hours	\$ 135		
5.	Miscellaneous supplies		\$ 10	
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
10.				
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12.				
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22.				
23.				
24.				
25.				
26.				
		\$ 291	\$ 10	\$ -

Total:				\$ 301
Labor Burden:	20%			\$ 81
Liability Insurance:	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ 13
Bond:	0%			\$ -
B&O Tax:	2%			\$ 10
Tax On Material:	6%			\$ 1
Profit & Overhead:	15%			\$ 72
Grand Total:				\$ 477

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation
Date: 8/23/2017
Pricing Proposal # 12
Description of Work: Install new toilet and shutoff valves

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	See the attached Pricing Proposal from Harris Brothers			\$ 815
4.				
5.				
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
10.				
11.				
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21.				
22.				
23.				
24.				
25.				
26.				
		\$ -	\$ -	\$ 815

Total:						\$ 815
Labor Burden:	26%					\$ -
Liability Insurance	0%	0.9 % on Subcontractors plus 4.5% on labor				\$ 7
Bond	0%					\$ -
B&O Tax	2%					\$ 20
Tax On Material:	6%					\$ -
Profit & Overhead	15%					\$ 149
Grand Total:						\$ 991



HARRIS BROTHERS

Since 1936

Roofing • Sheet Metal • H.V.A.C. • Mechanical

1533 Hansford Street
Charleston, WV 25311

(304) 343-5566
Fax (304) 343-5568

To: Oval Construction

August 17, 2017

Attn: Jim Carney

RE: Supreme Court – Restroom Renovation Change Orders

Add furnishing Toilet -----	\$325.00
Add replacement of shutoff valves -----	<u>\$490.00</u>
Total Cost to Date -----	\$815.00

Any questions, please call

Sincerely,

Harris Bros.

Grey Harris

COMMERCIAL & INDUSTRIAL

Roofing Systems: Built-Up / Single Ply / Slate / Tile / Maintenance / Repairs
Architectural Sheet Metal Work: Copper / Stainless / Color / Aluminum
Heating / Ventilating / & Air Conditioning Mechanical Systems

Oval Construction Management

PO Box 401 Charleston, WV 25322
Phone # 304-347-8820 Fax # 304-347-8821

Job name: Justice Walker Office Renovation

Date: 8/23/2017

Pricing Proposal # 13

Description of Work: Install light fixture in bathroom and and dedicated
20 amp circuit form existing power panel

#	Description of work performed	Oval Labor	Material	Subcontractor
1.				
2.				
3.	See the attached Pricing Proposal from South Charleston Electric			\$ 800
4.				
5.				
6.				
7.				
8.		\$ -		
9.		\$ -	\$ -	
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
		\$ -	\$ -	\$ 800
Total:				\$ 800
Labor Burden:	28%			\$ -
Liability Insurance:	0%	0.9 % on Subcontractors plus 4.5% on labor		\$ 7
Bond:	0%			\$ -
B&O Tax:	2%			\$ 19
Tax On Material:	6%			\$ -
Profit & Overhead:	15%			\$ 146
Grand Total:				\$ 972

1011 "F" Street
P.O. Box 8494
South Charleston, WV 25303

Phone (304) 744-3407
Fax (304) 744-3408
Contractor No. WV000800

South Charleston Electric Co.



August 17, 2017

Oval Construction
James Carney

Re: WV Supreme Court Justice Walker Office Renovations
Added Work to Contract

- Install fixture in the restroom.
- Install a dedicated 20 amp circuit from existing power panel to the new office renovation area.

\$800.00


John Moore
President

V86899

DRAFT AIA Document G701™ - 2001

Change Order

PROJECT (Name and address): CHANGE ORDER NUMBER: 001

Justice Walker Office Renovation: DATE:
WV Supreme Court of Appeals
1900 Kanawha Blvd East
Building One, Room E-100
Charleston, WV 25305

OWNER:

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

TO CONTRACTOR (Name and address): ARCHITECT'S PROJECT NUMBER:

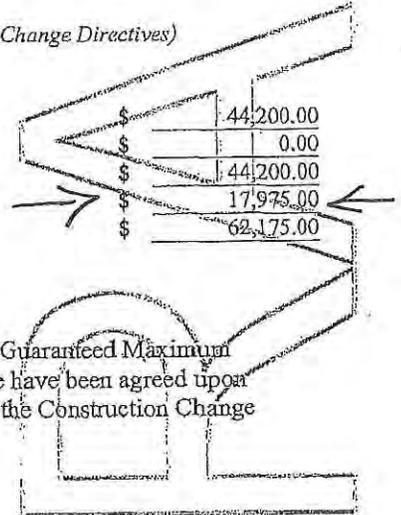
Oval Construction Management, CONTRACT DATE: 06/19/2017
LLC. CONTRACT FOR: \$44,200
PO Box 401
Charleston, WV 25322

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See the attached Exhibit A.

The original Contract Sum was
The net change by previously authorized Change Orders
The Contract Sum prior to this Change Order was
The Contract Sum will be increased by this Change Order in the amount of
The new Contract Sum including this Change Order will be

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is



NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Oval Construction Management, LLC.

Gary L. Johnson
Administrative Director
Supreme Court of Appeals of West
Virginia

ARCHITECT (Firm name)

1900 Kanawha Blvd. East
ADDRESS Room E100, Chas., WV
Kimberly M. Ellis 25305

BY (Signature)

Kimberly M. Ellis
(Typed name)

09/25/2017
DATE

CONTRACTOR (Firm name)

PO Box 401
ADDRESS

BY (Signature)

James R. Carney, Jr.
(Typed name)

DATE

OWNER (Firm name)

Room E100
1900 Kanawha Blvd. E, Chas., WV 25305
ADDRESS

BY (Signature)

Gary L. Johnson
(Typed name)

9/25/17
DATE

25800
7401-0000

Pricing Proposal Log			
Oval No.	No.	Item	Pending Amount
20,012	1	Extra Wainscot	\$ 5,201.00
20,003	2	Pickup/Deliver Flooring	\$ 865.00
	3	Tile Labor Price	\$ 1,773.00
20,002	4	Floor patch waiker's bathroom	\$ 587.00
	5	Dust Control	\$ 198.00
20,005	6	Mount drawer in cabinet	\$ 632.00
20,006	7	Radiator Cleaning	\$ 612.00
20,011, 20,004; 20,008	8	Install Cabinets and Crown & all trim allowances in 1	\$ 4,181.00
20,007	9	Ketchum Floor	\$ 525.00
20,009	10	Vanity	\$ 961.00
20,010	11	Curtains and Valence	\$ 477.00
	12	New Toilet & Shutoff valves	\$ 991.00
	13	Install light and new circuit	\$ 972.00
		Total to date	\$ 17,975.00

top of cabinets

Original Contract Amount \$ 44,200.00
 Changes & Pending Changes to \$ 17,975.00
 New Contract Amount \$ 62,175.00

*Approved
 9-18-17
 [Signature]*



INVOICE

ORDER TIME: 03:10:03

INVOICE NO.

558464
C-O-D
1

SMITH FLOOR COVERING DISTRIBUTORS

1118 SMITH STREET - PO BOX 2826 - CHARLESTON, WV 25330 - PHONE (304) 344-2493 - FAX (304) 344-2475

SOLD TO:

HOLLEY PRICE INTERIORS
209 WEST WASHINGTON STREET
CHARLESTON WV. 25302

SHIP TO:

304-421-1505
KIMBERLY ELLIS
WEST VIRGINIA SUPREME COURT
1900 KANAHWA BLVD EAST
ROOM E100

CUSTOMER NO.	CD	REFERENCE	ORDER DATE	SLS.	TERR.	SHIPPING INSTRUCTIONS		
2248	00	K ELLIS	05/11/2017	JB	05	CALL FOR		
BIN NO.	PRODUCT NUMBER	PRODUCT DESCRIPTION			QUANTITY	PRICE	DISC%	EXTENSION
	TA391-16	FULL FLEX WHITE 50#			1.00	30.28	.0	30.28
	TA620-18-949	WALL ACCUCOLOR-10#-SILVERADO			2.00	21.50	.0	43.00
	SL-99-02	SUMMIT SEAL II QUART			1.00	23.12	.0	23.12
	AOM70123658DB	2X36X5/8 DBL.BEV.WH.CARRARA			1.00	32.52	.0	32.52
	SOM-MRD1243	CHAR. ENG REDUCER WALNUT			2.00	85.72	.0	171.44
		DELIVERY FEE						0.00
		BROKEN CARTON FEE						0.00
		TOTAL TAX						
*** TOTALS ***		MDSE. ONLY -->			300.36		*** COLLECT -->	\$300.36

*Approved
6/11/17*

pd. 6/5/17

FILLED BY _____

RECEIVED BY _____

OFFICE

TOTAL PIECES _____

WALKER 356

GAX 17*14748

201054

INVOICE

ORDER TIME: 12:51:15

INVOICE NO.



558460

C-O-D

1

SMITH FLOOR COVERING DISTRIBUTORS

1118 SMITH STREET - PO BOX 2826 - CHARLESTON, WV 25330 - PHONE (304) 344-2493 - FAX (304) 344-2475

SOLD TO:

SHIP TO:

HOLLEY PRICE INTERIORS
209 WEST WASHINGTON STREET

304-421-1505
KIMBERLY ELLIS
WEST VIRGINIA SUPREME COURT
1900 KANAWHA BLVD EAST
ROOM E100

CHARLESTON WV. 25302

CUSTOMER NO.	CD	REFERENCE	ORDER DATE	SLS.	TERR.	SHIPPING INSTRUCTIONS			
2248	00	K ELLIS	05/11/2017	JB	05	CALL FOR			
BIN NO.	PRODUCT NUMBER	PRODUCT DESCRIPTION			QUANTITY	PRICE	DISC%	EXTENSION	
	SOM-EP51WAE	CHARATER PLANK 5" WALNUT ENG			720.00	9.78	.0	7041.60	
	TOP-M771612	18 CTNS BIANCO GIOA HERRINGBONE POLI			33.29	25.72	.0	856.22	
		DELIVERY FEE						0.00	
		BROKEN CARTON FEE						0.00	
		UPS/FED-EX GR.CHARGE						105.00	
		TOTAL TAX							
*** TOTALS ***		MDSE. ONLY -->			7897.82		*** COLLECT -->	\$8,002.82	

*Approved
KJ
6/11/17*

5402

7401-0000

*VCM 17 20762
for ZIP code*

FILLED BY _____

RECEIVED BY _____

OFFICE

TOTAL PIECES

WALKER 357

GAX 17 14742Z

Pat. 6/6/17

Smith Floor Covering Distributors

1218 Smith Street-P.O. Box 2826-Charleston, WV 25330 | (304) 344-2493 or Fax# (304) 344-2475 | kari@sfc-wv.com

05/12/2017

Kimberly Ellis
Maintenance Operations
West Virginia Supreme Court
1900 Kanawha Blvd East Room# E100

Dear Kimberly Ellis:

This letter is to inform you of the amount due in full, payment expected on pick up, for your job through our customer, Holley Price Interiors.

The amount that is due upon pick up for this job is: \$8,303.18 Please see attached itemized invoices for list of items purchased.

If you have any questions please feel free to contact us.

Sincerely,



Kari Barnett
Accounts Receivable
Smith Floor Covering Distributors
(304) 344-2493 Ext#119
kari@sfc-wv.com

201054

INVOICE

ORDER TIME: 03:07:23

INVOICE NO.

560494
C-O-D
1

SMITH FLOOR COVERING DISTRIBUTORS

1118 SMITH STREET - PO BOX 2826 - CHARLESTON, WV 25330 - PHONE (304) 344-2493 - FAX (304) 344-2475

SOLD TO:

SHIP TO:

HOLLEY PRICE INTERIORS
209 WEST WASHINGTON STREET
CHARLESTON WV, 25302

304-421-1505
KIM ELLIS
WEST VIRGINIA SUPREME COURT
1900 KANAWHA BLVD. EAST
ROOM E100

CUSTOMER NO.	CD	REFERENCE	ORDER DATE	SLS.	TERR.	SHIPPING INSTRUCTIONS		
2248	00	KIM ELLIS	07/11/2017	J/N	05	CALL FOR		
BIN NO.	PRODUCT NUMBER	PRODUCT DESCRIPTION			QUANTITY	PRICE	DISC%	EXTENSION
	TOP-M771524	BIANCO GIOIA 12X24 POLISHED			6.00	20.14	.0	120.84
	TOP-P771478	BIANCO GIOIA- POL. CORNICE-1			32.00	19.29	.0	617.28
		DELIVERY FEE						0.00
		BROKEN CARTON FEE						0.00
*** TOTALS ***		MDSE. ONLY -->			738.12	*** COLLECT -->		738.12

RECEIVED
WV SUPREME COURT
JUL 13 2017
ADMINISTRATIVE
OFFICE

WAS RECEIVED IN GOOD CONDITION AND
CONFORMED TO SPECIFICATIONS.

DATE: 07/13/2017
SIGNED: *Ramona S. Gilmore*

5402

25800

7401-0000

FILLED BY _____

RECEIVED BY _____

OFFICE

WALKER 359

TOTAL PIECES _____

2 AX 18 7509

Smith Floor Covering Distributors

1118 Smith Street-P.O. Box 2826-Charleston, WV 25330 | (304) 344-2493 or Fax# (304) 344-2475 | kari@sfc-wv.com

07/13/2017

Kimberly Ellis
Maintenance Operations
West Virginia Supreme Court
1900 Kanawha Blvd East Room# E100

Dear Kimberly Ellis:

This letter is to inform you of the amount due in full, payment expected on pick up, for your job through our customer, Holley Price Interiors.

The amount that is due upon pick up for this job is: \$738.12. Please see attached itemized invoice for list of items purchased.

If you have any questions please feel free to contact us.

Sincerely,



Kari Barnett
Accounts Receivable
Smith Floor Covering Distributors
(304) 344-2493 Ext#119
kari@sfc-wv.com

Approved
7-13-17

201054

INVOICE

ORDER TIME: 10:09:49

INVOICE NO.

561015
C-O-D
1



SMITH FLOOR COVERING DISTRIBUTORS

1118 SMITH STREET - PO BOX 2826 - CHARLESTON, WV 25330 - PHONE (304) 344-2493 - FAX (304) 344-2475

SOLD TO:

SHIP TO:

HOLLEY PRICE INTERIORS
209 WEST WASHINGTON STREET

304-421-1505
WV SUPREME COURT OF APPEALS
1900 KANAWHA BLVD EAST
ROOM E100
CHARLESTON, WV 25305

CHARLESTON WV. 25302

CUSTOMER NO.	CD	REFERENCE	ORDER DATE	SLS.	TERR.	SHIPPING INSTRUCTIONS			
2248	00	K ELLIS	07/24/2017	JB	05	CALL FOR			
BIN NO.	PRODUCT NUMBER	PRODUCT DESCRIPTION			QUANTITY	PRICE	DISC%	EXTENSION	
	K-15	55# SELF-LEVEL-UNDERLAY (42)			1.00	58.89	.0	58.89	
	TA620-18-949	WALL ACCUCOLOR-10#-SILVERADO			1.00	21.87	.0	21.87	
	SL-99-02	SUMMIT SEAL II QUART			1.00	23.12	.0	23.12	
		DELIVERY FEE						0.00	
		BROKEN CARTON FEE						0.00	
<p>DATE <u>07/26/2017</u></p> <p>SIGNED <u>Tamara Gilmore</u> <u>Justice Walker's office</u></p>									
RECEIVED WV SUPREME COURT		JUL 26 2017		ADMINISTRATIVE OFFICE					
*** TOTALS ***			MDSE. ONLY -->	103.88	*** COLLECT -->	103.88			

5402

25800
7401-0000

FILED BY [Signature]

RECEIVED BY [Signature]

OFFICE

TOTAL PIECES

WALKER 361

Day DAY 12*119.30

Smith Floor Covering Distributors

1118 Smith Street-P.O. Box 2826-Charleston, WV 25330 | (304) 344-2493 or Fax# (304) 344-2475 | kari@sfc-wv.com

07/24/2017

Kimberly Ellis
Maintenance Operations
West Virginia Supreme Court
1900 Kanawha Blvd East Room# E100

Dear Kimberly Ellis:

This letter is to inform you of the amount due in full, payment expected on pick up, for your job through our customer, Holley Price Interiors.

The amount that is due upon pick up for this job is: \$103.88. Please see attached itemized invoices for list of items purchased.

If you have any questions please feel free to contact us.

Sincerely,



Kari Barnett
Accounts Receivable
Smith Floor Covering Distributors
(304) 344-2493 Ext#119
kari@sfc-wv.com



**STATE ELECTRIC
SUPPLY COMPANY**
CUSTOMER FOCUSED, QUALITY DRIVEN

P. O. BOX 5397
HUNTINGTON, WV 25703-0397

DUPLICATE

Invoice

899040

000000

12679778-00

08/17/17 PCARD

WV SUPREME CT-DLUG 1, RM E10
Sesco DataCom
405 12th Street
Dunbar, WV 25064

State Electric Supply Company
2010 2nd Avenue
PO Box 5397
Huntington, WV 25703

WV STATE MISC ACCT

MAIL TO "SHIP TO" ADDRESS

Sesco DataCom 304-768-3600 112 Cust Pickup

08/17/17 Net 30 Days

08/17/17 08:40 120212020100 PCARD

08/17/1708/17/1708/17/17Date/Time Printed Taken By

Slisrep In Slisrep OutPlaced By Customer POB

Reference Entered Picked Shipped SE *

Line	Description	Qty	Unit	Price	Total
1	LEV61110-REG BLK CATEGORY & CNCTR	3	EACH	5.92	17.76
1 Lines Total		Qty Shipped Total		Total Payment	Invoice Total
		3		17.76	17.76
				0.00	0.00

Wiring

*PD
V-45*

Last Page

Cash Discount 0.00 If Paid Within Terms

NOTE: THE MATERIAL DESCRIBED HEREIN HAS BEEN CAREFULLY COUNTED, CHECKED AND PACKED. NO CLAIM FOR SHORTAGES OR BREAKAGE WILL BE CONSIDERED AFTER SEVEN DAYS. RETURNED MERCHANDISE MUST BE APPROVED AND IS SUBJECT TO RESTOCKING CHARGE. SALES SLIPS MUST ACCOMPANY ALL RETURNS. THE SELLER WARRANTS THAT THE MATERIAL SOLD HEREINAFTER IS OF STANDARD QUALITY BUT MAKES NO OTHER WARRANTIES EXPRESS OR IMPLIED. THIS INVOICE MUST BE PAID AS INDICATED ON THE FACE THEREOF. WALKER 364

**TRIC
IPANY**

P. O. BOX 5397
HUNTINGTON, WV 25703-0397

DUPLICATE

* Invoice

079840

000000

12661930-00

08/17/17 PCARD

1

NV SUPREME CT-BLDB 1, AN E10
Sesco DataCom
405 12th Street
Dunbar, WV 25064

State Electric Supply Company
2010 2nd Avenue
PO Box 5397
Huntington, WV 25703

NV STATE WISE ACCT

MAIL TO "SHIP TO" ADDRESS

08/17/17 15:18 120512050100 PCARD
Slisrep In Slisrep OutPlaced By Customer Pdt

Sesco DataCom 304-758-3600 112 Cust Pickup

08/17/17 Net 30 Days

08/17/1708/17/1708/17/17Date/Time Printed Taken By

Reference Entered Picked Shipped SE *

1 LEV41000-10P	A3555	1	0	1	EACH	1.60	EACH	0.00	1.60
WHT 1 BANB/DEV-0LPLT									
2 LEV41004-FEF	A2005	1	0	1	EACH	2.10	EACH	0.00	2.10
BLK F FEF-FEF H00									
2 Lines Total				2					3.70
				Qty Shipped Total					Total
									Payment
									Invoice Total

Wiring

Last Page

Cash Discount: 0.00 If Paid Within Terms

NOTE: THE MATERIAL DESCRIBED HEREIN HAS BEEN CAREFULLY COUNTED, CHECKED, AND PACKED. NO CLAIM FOR SHORTAGES OR BREAKAGE WILL BE CONSIDERED AFTER SEVEN DAYS. RETURNED MERCHANDISE MUST BE APPROVED AND IS SUBJECT TO RESTOCKING CHARGE. SALES SLIPS MUST ACCOMPANY ALL RETURNS. THE SELLER WARRANTS THAT THE MATERIAL SOLD HEREUNDER IS OF STANDARD QUALITY BUT MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS INVOICE MUST BE PAID AS INDICATED ON THE FACE OF INVOICE. FORM 55-028-1225

WALKER 365

State of West Virginia Purchasing Card Log Sheet

29186

Cardholder Name: Kimberly M. Ellis
 Account Number: 3371
 Agency: WVSCA - Administrative Office 541

Transaction Limit \$2500.00
 Billing Cycle (Month/Year) September 2017
 Dept/Org.# 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
09/04/2017	OnStar	Monthly Service for fleet vehicle - Acct. #133674123	1 month	\$37.91	R			09/04/2017
09/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$53.67	R			09/05/2017
09/08/2017	Target	Miscellaneous items for Justice Walker's office	6	\$90.22	R			09/08/2017
09/13/2017	OnStar	Monthly Service for fleet vehicle - Acct. #123112309	1 month	\$37.91	R			09/13/2017
09/22/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			09/22/2017
09/26/2017	Homegoods	Miscellaneous items for Justice Walker's Office	15	\$274.85	R			09/26/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

Kimberly M. Ellis 10/13/2017
 Purchasing Cardholder Signature Date

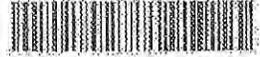
I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

Lee Rex Hoj 10/13/2017
 Agency Coordinator Signature Date

*R=Reconciled
 *D=Disputed
 *C=Carryover



CHARLESTON - 304-746-5445
09/08/2017 12:13 PM



ENTERTAINMENT-ELECTRONICS			
057060899	ENR MAX	T	\$14.98
	2 @ \$7.49 ea		
	RETURN BY 10/08/17		

HARDWARE-AUTOMOTIVE			
085070252	GE SURGE	T	\$29.99
085071931	SET EX CORD	T	\$8.29

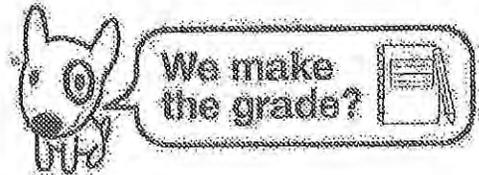
HEALTH-BEAUTY-COSMETICS			
049009146	RAW SUGAR	T	\$4.99
049003147	RAW SUGAR	T	\$4.99

HOME			
064051933	WASTEBASKET	T	\$19.99
064052244	SOAP DISPENSER	T	\$6.99

SUBTOTAL	\$90.22
TAX EXEMPT SALE	\$0.00
TOTAL	\$90.22

*8063 VISA CHARGE	\$90.22
AID: A000000031010	
Visa Credit	

REC#2-7251-1261-0073-2244-8 VCD#754-259-340



Help make your Target Run better.
Take a 2 minute survey about today's trip:

informtarget.com
User ID: 7274 8873 9992
Password: 677 552

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days.

208358



101 BOWERS ROAD
CHARLESTON, WV 25314

304.343.3600 Phone
304.343.3679 Fax

wellshome.com

Order Date

5/15/2017

Invoice # 2400051517

Store 01
Salesperson(s) HP

Bill To:

33450
KIMBERLY ELLIS
WV SUPREME COURT OF APPEALS
1900 KANAWHA BOULEVARD EAST
ROOM E100
CHARLESTON WV 25305
Day: -- Eve: --
Mobile: --

Deliver To:

33450
KIMBERLY ELLIS
WV SUPREME COURT OF APPEALS
1900 KANAWHA BOULEVARD EAST
ROOM E100
CHARLESTON WV 25305
Day: -- Eve: --
Mobile: --

Quantity	Vendor	Model	Category	Location	Price	Ext. Price	S
1	HOOKER	1600-10468-DKW	DESK OFFIC		1,328.00	1,328.00	0
Line Item Notes		CURATA COLLECTION SHORT FREESTANDING					
		05/15/2017 02:52 PM - HOLLY ALFORD					
		US East					
		Out of Stock					
		2017-05-28					
		19.00					
1	HOOKER	1600-10473-DKW	DESK OFFIC		1,520.00	1,520.00	0
Line Item Notes		CURATA COLLECTION TALL FREESTANDING					
		05/15/2017 02:52 PM - HOLLY ALFORD					
		US East					
		In Stock					
		47					

pd \$2136
pcard

Invoice Notes 05/15/2017 02:53 PM - HOLLY ALFORD
PLEASE ALLOW APPROX 3-4 WEEKS FOR DELIVERY
(APPROX 5/28/17).

TOTAL AMOUNT DUE: \$2848
DEPOSIT AMOUNT DUE: MINIMUM 25% (\$712)
REMAINING BALANCE DUE UPON DELIVERY: \$2136

Deposits and Payments Made

Merchandise Total:	\$2,848.00
Delivery:	0.00
Tax: EXM	0.00
Total Sale:	\$2,848.00
Total Payments/Credits:	0.00
Balance Due	2,848.00
Amount Financed:	0.00

See reverse for conditions of order.

Buyer's Approval: _____ Date: _____

17*10 IN 17*71576



101 BOWERS ROAD
CHARLESTON, WV 25314

304.343.3600 Phone
304.343.3679 Fax

wellshome.com

Sales Quote #
Order Date

Page 1 of 1
1705150001
5/15/2017

Store 01
Salesperson(s) HP

Bill To:

33450
KIMBERLY ELLIS
WV SUPREME COURT OF APPEALS
1900 KANAWHA BOULEVARD EAST
ROOM E100
CHARLESTON WV 25305
Day: -- Eve: --
Mobile: --

Deliver To:

33450
KIMBERLY ELLIS
WV SUPREME COURT OF APPEALS
1900 KANAWHA BOULEVARD EAST
ROOM E100
CHARLESTON WV 25305
Day: -- Eve: --
Mobile: --

Quantity	Vendor	Model	Category	Location	Price	Ext. Price	S
1	HOOKER	1600-10468-DKW	DESK OFFIC		1,328.00	1,328.00	O
Line Item Notes		CURATA COLLECTION SHORT FREESTANDING 05/15/2017 02:52 PM - HOLLY ALFORD US East Out of Stock 2017-05-28 19.00					
1	HOOKER	1600-10473-DKW	DESK OFFIC		1,520.00	1,520.00	O
Line Item Notes		CURATA COLLECTION TALL FREESTANDING 05/15/2017 02:52 PM - HOLLY ALFORD US East In Stock 47					

Invoice Notes 05/15/2017 02:53 PM - HOLLY ALFORD
PLEASE ALLOW APPROX 3-4 WEEKS FOR DELIVERY FROM DATE ITEMS AVAILABLE AT VENDOR
(APPROX 5/28/17).

TOTAL AMOUNT DUE: \$2848
DEPOSIT AMOUNT DUE: MINIMUM 25% (\$712)
REMAINING BALANCE DUE UPON DELIVERY: \$2136

Deposits and Payments Made

Merchandise Total:	\$2,848.00
Delivery:	0.00
Tax: EXM	0.00
Total Sale:	\$2,848.00
Total Payments/Credits:	0.00
Balance Due	2,848.00
Amount Financed: WALKER 369	0.00

See reverse for conditions of order.

Buyer's Approval:

Date: 5/16/17

208358

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Wells Home Furnishings Inc

Business name, if different from above

Check appropriate box: Individual/sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ -----
 Other (see instructions) ▶

Exempt payee

Address (number, street, and apt. or suite no.)

101 Bowers Road

City, state, and ZIP code

Charleston WV 25314

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
: :
: :

OR

Employer identification number
55 : 0733616

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶

David M. Naylor

Date ▶

5-16-17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



**State of West Virginia
Agency Purchase Order**

CORRECT ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.

Order Date: 2017-05-31

Order Number: APO 2400 2400 SUP1700000010	Procurement Folder:
Document Name: office furniture for Justice Walker	Reason for Modification:
Document Description: office furniture for Justice Walker	
Procurement Type: Agency Purchase Order	
Buyer Name: Linda Sue Racer Troy	
Telephone: (304) 558-0145	
Email: sue.troy@courtsww.gov	
Shipping Method: Best Way	Effective Start Date:
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:

Vendor Customer Code: 000000208358 WELLS HOME FURNISHINGS INC 101 BOWERS RD CHARLESTON WV 25314 US Vendor Contact Phone: (999) 999-9999 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Sandra Johnson Requestor Phone: (304) 340-2300 Requestor Email: sandra.johnson@courtsww.gov
---	--

INVOICE TO	SHIP TO
304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US	304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US

Total Order Amount:	\$2,848.00
----------------------------	-------------------

DEPARTMENT AUTHORIZED SIGNATURE SIGNED BY: DATE: ELECTRONIC SIGNATURE ON FILE
--

Extended Description:

Curata Collection office furniture for Justice Walker

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	56101500	0.00000			\$2,848.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-05-01	2017-10-01				

Commodity Line Description: Furniture
CURATA Collection

Extended Description:

CURATA collection furniture for Justice Walker's office

SUP1700000010	Document Phase Draft	Document Description office furniture for Justice Walker	Page 3 of 3
---------------	--------------------------------	--	-----------------------

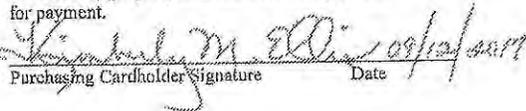
State of West Virginia Purchasing Card Log Sheet

Cardholder Name: Kimberly M. Ellis
 Account Number: 4807-1580-0032-3371
 Agency: WVSCA - Administrative Office

Transaction Limit: \$2500.00
 Billing Cycle (Month/Year): August 2017
 Dept/Org.#: 2400

Transaction Date	Vendor	Item Description	Quantity	Total Amt	R* D* C*	Object Code	S Document Number	Date Received
08/03/2017	Ferguson Enterprises	Bathroom Fixtures for Justice Walker's Office	5	\$63.48	R			08/03/2017
08/05/2017	Waste Management	Monthly dumpster service for Venable Avenue Warehouse	1 month	\$54.04	R			08/05/2017
08/10/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/10/2017
08/13/2017	OnStar	Monthly Service for fleet vehicle	1 month	\$37.91	R			08/13/2017
08/15/2017	WV Parkways Authority	EZ Pass Account payment for Fleet vehicles	1 month	\$100.00	R			08/15/2017
08/15/2017	Goldfarb Electric	LED Bulbs for Justice Walker's Office	21	\$200.99	R			08/15/2017
08/18/2017	Lowe's	Miscellaneous items for Justice Walker's Office	3	\$9.93	R			08/18/2017
08/18/2017	Well's Home Furnishings	Desk and Return for Justice Walker's Office	2	\$2136.00	R			08/18/2017
08/22/2017	Lowe's	LED Bulbs for Justice Ketchum's Office	32	\$384.36	R			08/22/2017

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.


 Purchasing Cardholder Signature Date

I hereby certify that the items hereon have been received and properly accounted for and approved for payment.

 Agency Coordinator Signature Date

*R=Rebilled
 *D=Disputed
 *C=Carryover



101 BOWERS ROAD
 CHARLESTON, WV 25314
 304.343.3600 Phone
 304.343.3679 Fax
 wellshome.com

DELIVERY TICKET
 Sales Order #
 Order Date

Page 1 of 1
110565
 6/28/2017

Store 01
 Salesperson(s) HP

Bill To:

33450
 KIMBERLY ELLIS
 WV SUPREME COURT OF APPEALS
 1900 KANAWHA BOULEVARD EAST
 ROOM E100
 CHARLESTON WV 25305
 Day: 304-558-0145 Eve: --
 Mobile: 304-553-1207

Deliver To:

33450
 KIMBERLY ELLIS
 WV SUPREME COURT OF APPEALS
 1900 KANAWHA BOULEVARD EAST
 ROOM E100
 CHARLESTON WV 25305
 Day: 304-558-0145 Eve: --
 Mobile: 304-553-1207

Quantity	Vendor	Model	Category	Location	Price	Ext. Price	\$
1	HOOKER	1600-10468-DKW	DESK OFFIC	01WHS	1,328.00	1,328.00	0
Line Item Notes		CURATA COLLECTION SHORT FREESTANDING 06/27/2017 12:05 PM - HOLLY ALFORD US East Out of Stock 2017-05-28 19.00 In Stock 4 - 6/27/17					
1	HOOKER	1600-10473-DKW	DESK OFFIC	01WHS	1,520.00	1,520.00	0
Line Item Notes		CURATA COLLECTION TALL FREESTANDING 06/27/2017 12:06 PM - HOLLY ALFORD US East In Stock 47 In Stock 63 - 6/27/17					

Paid in full Visa

Invoice Notes 05/15/2017 02:53 PM - HOLLY ALFORD
 PLEASE ALLOW APPROX 3-4 WEEKS FOR DELIVERY FROM DATE ITEMS AVAILABLE AT VENDOR
 (APPROX 5/28/17).

TOTAL AMOUNT DUE: \$2848
 DEPOSIT AMOUNT DUE: MINIMUM 25% (\$712)
 REMAINING BALANCE DUE UPON DELIVERY: \$2136

Deposits and Payments Made

Date	Amount	MOP	Type	Check
6/28/2017	-712.00	CHK	D	1002862

Merchandise Total:	\$2,848.00
Delivery:	0.00
Tax: EXM	0.00
Total Sale:	\$2,848.00
Total Payments/Credits:	712.00
Balance Due	WALKER 375 2,136.00
Amount Financed:	0.00

See reverse for conditions of order.

I verify that all merchandise has been delivered in good condition.

Customer's Signature: _____ Date: _____

189776

WV Blinds
& Shutters Inc.

Invoice

DATE: 03/31/2017
 INVOICE # 33117
 Customer Price/Walker

1600 Kanawha Blvd West
 Charleston WV 25387
 Phone: 304.345.2001
 Fax: 888.865.2818

BILL TO:

Kimberly Ellis
 West Virginia Supreme Court of Appeals
 1900 Kanawha Boulevard East
 Room E100
 Charleston, WV 25305

SHIP TO (if different):

kimberly.ellis@courtsww.gov

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Bernhardt	Aubrey Round Chairside Table 344-126	2	1,450.00	2,900.00
Bernhardt	Geneva Round Cocktail Table With Glass Top 353-008 998-044	1	1,035.00	1,035.00
Bernhardt	Miramont Chair 360-X66	4	700.00	2,800.00
Thibaut	Fabric for Miramont Chair-Mosaic W80491	8	98.00	784.00
Bernhardt	Dlano Chair Leather 254-010L6 N1808	3	1,875.00	5,625.00
Thibaut	Fabric for Pillows Rue de Seine Embroidery Cream on Berry AF7869	2	150.99	301.98
V/Q	14"x18" Pillows Labor	3	75.00	225.00
V/Q	90/10 Pillow Inserts	3	16.00	48.00
Bernhardt	Lancaster B1411 COM Fabric	2	1,499.00	2,998.00
Anna French	Arturo Damask Embroidery W713013	15	140.00	2,100.00
Pacific Designs	PDSH207 Wallpaper	4	160.99	643.96
WIS	Install Wallpaper	1	490.00	490.00
Bernhardt	Adella Round Chairside Table 366-108	1	450.00	450.00
Diamond	Labor to make (3) Benchseat-Foam-Cording	3	290.00	870.00
Thibaut	Benchseat Fabric Key Stripe Cafe AW1374	14	137.00	1,918.00

SUBTOTAL \$23,188.94
 TAX RATE 0.000%
 TAX \$0.00
 S & H \$1,400.00
 Paid \$0.00
 TOTAL \$24,588.94

Other Comments or Special Instructions

**50% Deposit Is Required Before Order Can Be Placed
 Balance Due Upon Delivery**

Thank You For Your Business!

IN 17X 71544 \$12,294.47 ← 50% deposit

APN 17X G

WV Blinds

Invoice

DATE: 03/31/2017

INVOICE # 33117

Customer Price/Walker

1600 Kanawha Blvd West
 Charleston WV 25387
 Phone: 304.345.2001
 Fax: 888.865.2818

BILL TO:

Kimberly Ellis
 West Virginia Supreme Court of Appeals
 1900 Kanawha Boulevard East
 Room E100
 Charleston, WV 25305

SHIP TO (if different):

kimberly.ellis@courtsww.gov

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	TERMS
-------------	--------	-----------	----------	-------

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Bernhardt	Aubrey Round Chairside Table 344-126	2	1,450.00	2,900.00
Bernhardt	Carnaby Round Metal Cocktail table 340-015	1	1,650.00	1,650.00
Bernhardt	Miramont Chair 360-X-66-COM	4	700.00	2,800.00
Thibaut	Fabric for Miramont Chair-Mosaic W80491	8	98.00	784.00
Bernhardt	Delano Chair Leather 254-010L6 N1808	3	1,875.00	5,625.00
Thibaut	Fabric for Pillows Rue de Seine Embroidery Cream on Berry AF7869	2	150.99	301.98
V/Q	14"x18" Pillows Labor-Self welt	3	75.00	225.00
V/Q	90/10 Pillow Inserts	3	16.00	48.00
Bernhardt	Lancaster B1411 COM Fabric-COM	2	1,499.00	2,998.00
Anna French	Key Stripe Cafe AW1374	15	137.00	2,055.00
Pacific Designs	PDSH207 Wallpaper	4	160.99	643.96
WIS	Install Wallpaper	1	490.00	490.00
Bernhardt	Adella Round Chairside Table 366-108	1	450.00	450.00
Diamond	Labor to make (3) Benchseat-Foam-Cording	3	290.00	870.00
Thibaut	Arturo Damask EmbroideryW7 (2) benchseat	10	140.00	1,400.00
Thibaut	Majuli Embroidery Red on Flax (1) benchseat	5	156.00	780.00

SUBTOTAL	\$24,020.94
TAX RATE	0.000%
TAX	\$0.00
S & H	\$1,400.00
Paid	(\$12,294.47)
TOTAL	\$13,126.47

Other Comments or Special Instructions

**50% Deposit Is Required Before Order Can Be Placed
 Balance Due Upon Delivery**

Paid \$12294.47 on 06/23/2017 with CK#1002862994

Thank You For Your Business!

I CERTIFY THAT THE ABOVE MERCHANDIS WAS RECEIVED IN GOOD CONDITION AND CONFORMS TO SPECIFICATIONS.

DATE 08/09/2017

SIGNED *Kimberly Ellis* WALKER 377

IN 18* 8380

*I approve the \$832.00 price difference due to a couple of items being discontinued and revised.
 - Kimberly M. Ellis 08/09/2017*

WV Blinds

Invoice

1600 Kanawha Blvd West
 Charleston WV 25387
 Phone: 304.345.2001
 Fax: 888.865.2818

DATE: 03/31/2017
 INVOICE # 33117
 Customer Price/Walker

BILL TO:

Kimberly Ellis
 West Virginia Supreme Court of Appeals
 1900 Kanawha Boulevard East
 Room E100
 Charleston, WV 25305

SHIP TO (if different):

kimberly.ellis@courtsww.gov

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Bernhardt	Aubrey Round Chairside Table 344-126	2	1,450.00	2,900.00
Bernhardt	Geneva Round Cocktail Table With Glass Top 353-008 998-044	1	1,035.00	1,035.00
Bernhardt	Miramont Chair 360-X66	4	700.00	2,800.00
Thibaut	Fabric for Miramont Chair-Mosaic W80491	8	98.00	784.00
Bernhardt	Dlano Chair Leather 254-010L6 N1808	3	1,875.00	5,625.00
Thibaut	Fabric for Pillows Rue de Seine Embroidery Cream on Berry AF7869	2	150.99	301.98
V/Q	14"x18" Pillows Labor	3	75.00	225.00
V/Q	90/10 Pillow Inserts	3	16.00	48.00
Bernhardt	Lancaster B1411 COM Fabric	2	1,499.00	2,998.00
Anna French	Arturo Damask Embroidery W713013	15	140.00	2,100.00
Pacific Designs	PDSH207 Wallpaper	4	160.99	643.96
WIS	Install Wallpaper	1	490.00	490.00
Bernhardt	Adella Round Chairside Table 366-108	1	450.00	450.00
Diamond	Labor to make (3) Benchseat-Foam-Cording	3	290.00	870.00
Thibaut	Benchseat Fabric Key Stripe Cafe AW1374	14	137.00	1,918.00

SUBTOTAL	\$23,188.94
TAX RATE	0.000%
TAX	\$0.00
S & H	\$1,400.00
Paid	\$0.00
TOTAL	\$24,588.94

Other Comments or Special Instructions

**50% Deposit Is Required Before Order Can Be Placed
 Balance Due Upon Delivery**

*Approved
 H. J.
 5/12/17*

Thank You For Your Business!



**State of West Virginia
Agency Purchase Order**

CORRECT ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.

Order Date: 2017-05-24

Order Number: APO 2400 2400 SUP1700000009	Procurement Folder:
Document Name: WV BLINDS	Reason for Modification:
Document Description: FURNISHINGS FOR JUSTICE WALKERS OFFICE	
Procurement Type: Agency Purchase Order	
Buyer Name: Linda Sue Racer Troy	
Telephone: (304) 558-0145	
Email: sue.troy@courtsww.gov	
Shipping Method: Best Way	Effective Start Date:
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:

Vendor Customer Code: 000000189776 WV BLINDS & SHUTTERS INC 1600 KANAWHA BLVD W STE 1601 CHARLESTON WV 25387 US Vendor Contact Phone: (304) 541-2001 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Requestor Phone: Requestor Email:
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INVOICE TO	SHIP TO
304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US	304-558-0145 WV SUPREME COURT OF APPEALS BUILDING 1 ROOM E-100 1900 KANAWHA BLVD EAST CHARLESTON WV 25305 US

Total Order Amount:	\$24,588.94
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DEPARTMENT AUTHORIZED SIGNATURE SIGNED BY: DATE: ELECTRONIC SIGNATURE ON FILE
--

Extended Description:

Furnishing for Justice Walker's office.
7% Deposit is required before order can be placed
balance due upon delivery

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	56101700	0.00000			\$24,588.94
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-05-24	2017-09-01				

Commodity Line Description: furnishings for Justice Walker's office

Extended Description:

Office furnishings and decorations for Justice Walker's Office.

SUP1700000009	Document Phase Draft	Document Description FURNISHINGS FOR JUSTICE WALKERS OFFICE	Page 3 of 3
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WV Blinds

Invoice

DATE: 03/20/2017
 INVOICE # 3202017
 Customer Price/Walker

1600 Kanawha Blvd West
 Charleston WV 25387
 Phone: 304.345.2001
 Fax: 888.865.2818

BILL TO:
 Kimberly Ellis
 West Virginia Supreme Court of Appeals
 1900 Kanawha Boulevard East
 Room E100
 Charleston, WV 25305

SHIP TO (if different):
kimberly.ellis@courtsww.gov

28533.39

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
V/Q	Custom Cornice	1	875.00	875.00
Anna French	Shima Coral AF2590	14	92.50	1,295.00
V/Q	Fabric Panels 108" X 106"	2	145.00	290.00
VQ	Lining Off White	14	12.99	181.86
Install	Install	1	150.00	150.00
Kirsch Rod	1225-025	1	74.99	74.99
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Other Comments or Special Instructions
50% Deposit Is Required Before Order Can Be Placed
Balance Due Upon Delivery
 Paid \$1556.23 on 06/23/2017 with Ck#1002863912

SUBTOTAL \$2,866.85
 TAX RATE 0.000%
 TAX \$0.00
 Freight \$245.60
 Paid (\$1,556.23)
 TOTAL \$1,556.22

Thank You For Your Business!

I CERTIFY THAT THE ABOVE MERCHANDISE WAS RECEIVED IN GOOD CONDITION AND CONFORMED TO SPECIFICATIONS.

DATE 08/09/2017
 SIGNED Kim Walker WALKER 382

IN 18 * 8363

WV Blinds + Shutters. Inc.

Invoice

DATE: 03/20/2017
 INVOICE # 3202017
 Customer Price/Walker

1600 Kanawha Blvd West
 Charleston WV 25387
 Phone: 304.345.2001
 Fax: 888.865.2818

BILL TO:

Kimberly Ellis
 West Virginia Supreme Court of Appeals
 1900 Kanawha Boulevard East
 Room E100
 Charleston, WV 25305

SHIP TO (if different):

kimberly.ellis@courtswv.gov

SALESPERSON	P.O. #	SHIP DATE	SHIP VIA	TERMS
-------------	--------	-----------	----------	-------

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
V/Q	Custom Cornice	1	875.00	875.00
Anna French	Shima Coral AF2590	14	92.50	1,295.00
V/Q	Fabric Panels 108" X 106"	2	145.00	290.00
VQ	Lining Off White	14	12.99	181.86
Install	Install	1	150.00	150.00
Kirsch Rod	1225-025	1	74.99	74.99
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	\$2,866.85
TAX RATE	0.000%
TAX	\$0.00
Freight	\$245.60
Paid	\$0.00
TOTAL	\$3,112.45

Other Comments or Special Instructions

**50% Deposit Is Required Before Order Can Be Placed
 Balance Due Upon Delivery**

*Approved 6/12/17
 [Signature]*

50% deposit of invoice due \$1,556.23

Thank You For Your Business!



STATE OF WEST VIRGINIA
PURCHASING CARD LOG SHEET

Transaction Limit

December

2016

Billing Cycle Month

Billing Cycle Year

ZACHARY THOMPSON
Cardholder Name

Account Number

KANAWHA
County

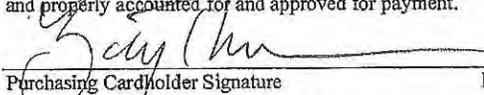
ADMINISTRATIVE OFFICE
Court / Division

TRANSACTION DATE	VENDOR	ITEM DESCRIPTION	QUANTITY	TOTAL AMOUNT	R* D* C*
12-14-16	GOLDFARBS	JUSTICE DAVIS' LIGHTING		\$47.58	R
12-20-16	GOLDFARBS	TOMBSTONES FOR LAMPS		\$58.81	
12-27-16	ADVANCE AUTO	PRODUCTS TO CLEAN AND CONDITION COUCH		\$36.55	
12-28-16	ZEGEER	SPACKLE AND PRODUCTS FOR WALL JUSTICE V WALKER'S OFFICE		\$25.27	
12-29-16	GOLDFARBS	BULBS...SPLICES..TAPE..ECT. JUSTICE DAVIS LA		\$23.13	
GRAND TOTAL AMOUNT:				\$191.34	

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.

- *R=Reconciled
- *D=Disputed
- *C=Carryover

I hereby certify that the items listed hereon have been received and properly accounted for and approved for payment.


Purchasing Cardholder Signature

Date

Authorizing Supervisor Signature

Date

PAST RECEIPT FOR B43816

ZEGEER HARDWARE

1421 Washington St. E.
Charleston, WV 25301-1979
304-342-3383 Fax: 304-342-9928
www.doitbest.com

Report Date: 1/13/2017 9:48:31 AM

ZEGEER HARDWARE
1421 Washington St. E.
Charleston, WV 25301
304-342-3383

Transaction#: B43816
Date: 12/28/2016 Time: 10:36:09 AM

*** SALE ***

Bill To:
Our Valued Customer

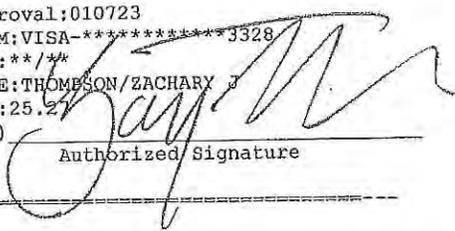
32 OZ CONTRACTOR SOLVENT-771799		
1.00 EACH @ \$12.99 N		\$12.99
8OZ WHITE STAINING RAGS - 797795		
1.00 BAG @ \$3.79 N		\$3.79
QT CRACKSHOT SPACKLING - 788304		
1.00 QT @ \$8.49 N		\$8.49

Subtotal: \$25.27
0% - EXE Tax Exempt: \$0.00
TOTAL: \$25.27

VISA: \$25.27
CHANGE: \$0.00

BUYER AGREES TO PAY TOTAL AMOUNT ABOVE
ACCORDING TO CARDHOLDER'S AGREEMENT
WITH ISSUER

Approval:010723
CNUM:VISA-*****3328
EXP:**/**
NAME:THOMPSON/ZACHARY J
AMT:25.27

(X) 
Authorized Signature

Notes:
TAX EXEMPT # 556000760

Thank You !
"Give us a call, We have it all"
RETURNS MUST ACCOMPANY A RECEIPT

ZEGEER HARDWARE
1421 Washington St. E.
Charleston, WV 25301
304-342-3383

Transaction#: B43816