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**June 6, 2003**

**WEST VIRGINIA BULLETIN NO. WV 120-3-6**

**SUBJECT: ADS-Equipment Needs Request**

**Purpose: To request all offices to submit their FY-03 Equipment & Vehicle needs.**

**Expiration Date: This bulletin expires August 29,2003.**

**Action Requested By: July 15, 2003 to Supervisor  
July 28, 2003 to State Office**

**The Equipment Needs Committee is in the process of scheduling a meeting in August, 2003.**

**Before the meeting, I am requesting that all offices submit their FY-2003 equipment & vehicle needs on the attached spreadsheet and return to ASTC's and/or State Office Section Leader by: July 15, 2003. (Please keep in mind that this is not a "wish list" but, an actual equipment need.)**

**ASTC's and/or Section Leaders are responsible for the review, approval, and consolidation of the office and/or employee requests and forward to Diana Doerr for state consolidation by: July 28, 2003.**

**This information will be used by the Committee for review and recommendations to me for approval. Upon my approval, an approved list will be forwarded to you for follow up with the Purchasing Agent for proper purchasing requirement.**

**If you have questions or need additional information, please contact Charlotte Wertz at (304) 284-7551.**

**/s/**

**LILLIAN V. WOODS  
State Conservationist**

**Attachment**

**DIST: O**

