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REGULAR SESSION, 2015

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ENROLLED

COMMITTEE SUBSTITUTE

FOR

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FOR

Senate Bill No. 455

(SENATORS PREZIOSO, CARMICHAEL, D. HALL, KESSLER, LEONHARDT, PLYMALE, WALTERS, WILLIAMS, PALUMBO AND STOLLINGS, ORIGINAL SPONSOR)

[PASSED MARCH 14, 2015; IN EFFECT NINETY DAYS FROM PASSAGE.]

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[Passed March 14, 2015; in effect ninety days from passage.]

AN ACT to amend and reenact §12-3A-6 of the Code of West Virginia, 1931, as amended; to amend and reenact §18B-1F-4 of said code; to amend and reenact §18B-5-4, §18B-5-6 and §18B-5-7 of said code; and to amend said code by adding thereto a new section, designated §18B-5-4a, all relating to public higher education procurement and payment generally; modifying receipting of certain electronic commerce purchases; increasing monetary threshold for certain required bids and surety; modifying notification of certain required bids; exempting purchases by certain higher education institutions from requirement to be encumbered; providing certain exemptions from certain design-build procurement requirements; increasing Enr. Com. Sub. for Com. Sub. for S. B. No. 455]

time period for certain required audits; authorizing Higher Education Policy Commission to issue certain revenue bonds; and modifying requirements for disposition of certain items and the reporting requirements therefor.

Be it enacted by the Legislature of West Virginia:

That §12-3A-6 of the Code of West Virginia, 1931, as amended, be amended and reenacted; that §18B-1F-4 of said code be amended and reenacted; that §18B-5-4, §18B-5-6 and §18B-5-7 of said code be amended and reenacted; and that said code be amended by adding thereto a new section, designated §18B-5-4a, all to read as follows:

CHAPTER 12. PUBLIC MONEYS AND SECURITIES.

ARTICLE 3A. FINANCIAL ELECTRONIC COMMERCE.

§12-3A-6. Receipting of electronic commerce purchases.

1 (a) The state Treasurer may establish a system for 2 acceptance of credit card and other payment methods for 3 electronic commerce purchases from spending units. 4 Notwithstanding any other provision of this code to the 5 contrary, each spending unit utilizing WEB commerce, 6 electronic commerce or other method that offers products or 7 services for sale shall utilize the state Treasurer's system for 8 acceptance of payments except as provided in subsection (b) 9 of this section.

(b) A state institution of higher education may receive
credit card payments from systems of acceptance other than
that provided by the state Treasurer if:

(1) The proposed alternate system is compliant with thepayment card industry data security standards for acceptance

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15	of payments, and the institution is proposing to use the
16	alternate system for the sole purpose of:
17	(A) Processing the payment of academic transcripts; or
18	(B) Accepting payment for applications for admission if
19	necessary to participate in a national or regional program for
20	applications for admission; or
21	(2) The institution certifies that the use of the alternate
~~	

system will not cause a reduction in the volume of credit card revenues by more than ten percent as compared to previous credit card revenues processed on behalf of the institution during the previous fiscal year and the state Treasurer consents to the use.

27 (c) To facilitate electronic commerce, the state Treasurer 28 may charge a spending unit for the banking and other 29 expenses incurred by the Treasurer on behalf of the spending 30 unit and for any work performed, including, without 31 limitation, assisting in the development of a website and 32 utilization of the Treasurer's payment gateway. A special 33 revenue account, entitled the Treasurer's Financial Electronic 34 Commerce Fund, is created in the state treasury to receive the amounts charged by the Treasurer. The Treasurer may 35 36 expend the funds received in the Treasurer's Financial 37 Electronic Commerce Fund only for the purposes of this article and for other purposes as determined by the 38 39 Legislature.

40 (d) The state Treasurer may authorize a spending unit to
41 assess and collect a fee to recover or pay the cost of accepting
42 bank, charge, check, credit or debit cards from amounts
43 collected.

- 44 (e) Upon written request from a political subdivision, the
- 45 state Treasurer may provide services of his or her office to a
- 46 political subdivision and charge for the services.
- 47 (f) The state Treasurer shall propose legislative rules for
- 48 promulgation in accordance with the provisions of article
- 49 three, chapter twenty-nine-a of this code to implement the
- 50 provisions of this section.

CHAPTER 18B. HIGHER EDUCATION.

ARTICLE 1F. MANAGEMENT AGREEMENTS FOR THE HIGHER EDUCATION POLICY COMMISSION.

§18B-1F-4. Powers and duties of board of directors and corporation.

- 1 (a) The primary responsibility of the corporation is to 2 manage the day-to-day operations of the technology park 3 through collaboration agreements with the commission. To 4 that end, the board of directors has the following powers and 5 duties:
- 6 (1) To employ an executive director subject to the7 provisions of section five of this article;
- 8 (2) To approve employment of other staff recommended
 9 by the executive director as being necessary and appropriate
 10 to carry out the purposes of this article and subject to
 11 agreements with the commission;
- 12 (3) To serve as fiscal agent and provide additional
 13 services, including, but not limited to, property management,
 14 human resources management and purchasing;
- 15 (4) To meet as a governing body. A corporation created16 under this article is exempt from the provisions of section

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17	three, article nine-a, chapter six of this code and from the
18	provisions of article one, chapter twenty-nine-b of this code;
10	provisions of article one, enapter twenty-nine-o of this code,
19	(5) To receive, purchase, hold, lease, use, sell and dispose
20	of real and personal property of all classes, subject to the
21	provisions of subdivision (8) of this subsection and section
22	eight of this article;
23	(6) To receive from any source whatsoever grants to be
24	expended in accomplishing the objectives of this article;
25	(7) To receive from any source whatsoever aid or
26	contributions of money, property or other things of value to
27	be held, used and applied only for the purposes for which the
28	aid or contributions may be made;
29	(8) To accept and expend any gift, grant, contribution,
30	bequest, endowment or other money for the purposes of this
31	article. Any transfer of endowment or other assets by the
32	commission to the corporation or by the corporation to the
33	commission for management shall be formalized in a
34	memorandum of agreement to assure, at a minimum, that any
35	restrictions governing the future disposition of funds are
36	preserved. The commission may not transfer ownership of
37	the technology park property to the corporation;
38	(9) To make, amend and repeal bylaws, rules and its
39	governing documents consistent with the provisions of this
40	article to effectuate the purpose and scope of the corporation;
41	(10) To alter the purpose or scope of the corporation; and
42	(11) To delegate the exercise of any of its powers except
43	for the power to approve budgets to the executive director,
44	subject to the directions and limitations contained in its
45	governing documents.

(b) In addition to the powers and duties provided for in
this section and any other powers and duties that may be
assigned to it by law or agreement, the corporation has other
powers and duties necessary to accomplish the objectives of
this article or as provided by law.

ARTICLE 5. HIGHER EDUCATION BUDGETS AND EXPENDITURES.

§18B-5-4. Purchase or acquisition of materials, supplies, equipment, services and printing.

1 (a) The council, commission and each governing board 2 shall purchase or acquire all materials, supplies, equipment, 3 services and printing required for that governing board or the 4 council or commission, as appropriate, and the state 5 institutions of higher education under their jurisdiction. 6 except the governing boards of Marshall University and West 7 Virginia University, respectively, are subject to subsection 8 (d) of this section.

9 (b) The commission and council jointly shall adopt rules
10 governing and controlling acquisitions and purchases in
11 accordance with this section. The rules shall ensure that the
12 following procedures are followed:

13 (1) No person is precluded from participating and making 14 sales thereof to the council, commission or governing board 15 except as otherwise provided in section five of this article. 16 Providing consulting services such as strategic planning 17 services does not preclude or inhibit the governing boards, 18 council or commission from considering a qualified bid or 19 response for delivery of a product or a commodity from the 20 individual providing the services;

7 [Enr. Com. Sub. for Com. Sub. for S. B. No. 455 21 (2) Specifications are established and prescribed for 22 materials, supplies, equipment, services and printing to be 23 purchased;

24 (3) Purchase order, requisition or other forms as may be25 required are adopted and prescribed;

(4) Purchases and acquisitions in such quantities, at such
times and under contract, are negotiated for and made in the
open market or through other accepted methods of
governmental purchasing as may be practicable in accordance
with general law;

(5) Bids are advertised on all purchases exceeding
\$50,000 and made by means of sealed or electronically
submitted bids and competitive bidding or advantageous
purchases effected through other accepted governmental
methods and practices. Competitive bids are not required for
purchases of \$50,000 or less.

(6) Notices for acquisitions and purchases for which
competitive bids are being solicited are posted either in the
purchasing office of the specified institution involved in the
purchase or by electronic means available to the public at
least five days prior to making the purchases. The rules shall
ensure that the notice is available to the public during
business hours;

44 (7) Purchases are made in the open market;

45 (8) Vendors are notified of bid solicitation and46 emergency purchasing; and

47 (9) No fewer than three bids are obtained when bidding
48 is required, except if fewer than three bids are submitted, an
49 award may be made from among those received.

50 (c) When a state institution of higher education submits
51 a contract, agreement or other document to the Attorney
52 General for approval as to form as required by this chapter,
53 the following conditions apply:

54 (1) "Form" means compliance with the constitution and55 statutes of the state of West Virginia;

56 (2) The Attorney General does not have the authority to 57 reject a contract, agreement or other document based on the 58 substantive provisions in the contract, agreement or document 59 or any extrinsic matter as long as it complies with the 60 constitution and statutes of this state;

61 (3) Within fifteen days of receipt, the Attorney General 62 shall notify the appropriate state institution of higher 63 education in writing that the contract, agreement or other 64 document is approved or disapproved as to form. If the 65 contract, agreement or other document is disapproved as to 66 form, the notice of disapproval shall identify each defect that 67 supports the disapproval; and

(4) If the state institution elects to challenge the
disapproval by filing a writ of mandamus or other action and
prevails, then the Attorney General shall pay reasonable
attorney fees and costs incurred.

(d) Pursuant to this subsection, the governing boards of
Marshall University and West Virginia University,
respectively, may carry out the following actions:

(1) Purchase or acquire all materials, supplies, equipment,
services and printing required for the governing board without
approval from the commission or the Vice Chancellor for
Administration and may issue checks in advance to cover
postage as provided in subsection (f) of this section;

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(2) Purchase from cooperative buying groups, consortia,
the federal government or from federal government contracts
if the materials, supplies, services, equipment or printing to
be purchased is available from these groups and if this would
be the most financially advantageous manner of making the
purchase;

86 (3) Select and acquire by contract or lease all grounds,
87 buildings, office space or other space, and capital
88 improvements, including equipment, if the rental is
89 necessarily required by the governing board; and

90 (4) Use purchase cards under terms approved for the
91 commission, the council and governing boards of state
92 institutions of higher education and participate in any
93 expanded program of use as provided in subsection (u) of this
94 section.

95 (e) The governing boards shall adopt sufficient
96 accounting and auditing procedures and promulgate and
97 adopt appropriate rules subject to section six, article one of
98 this chapter to govern and control acquisitions, purchases,
99 leases and other instruments for grounds, buildings, office or
100 other space, and capital improvements, including equipment,
101 or lease-purchase agreements.

(f) The council, commission or each governing board
may issue a check in advance to a company supplying
postage meters for postage used by that board, the council or
commission and by the state institutions of higher education
under their jurisdiction.

107 (g) When a purchase is to be made by bid, any or all bids
108 may be rejected. However, all purchases based on advertised
109 bid requests shall be awarded to the lowest responsible bidder
110 taking into consideration the qualities of the articles to be

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supplied, their conformity with specifications, their suitability
to the requirements of the governing boards, council or
commission and delivery terms. The preference for resident
vendors as provided in section thirty-seven, article three,
chapter five-a of this code applies to the competitive bids
made pursuant to this section.

(h) The governing boards, council and commission shall
maintain a purchase file, which shall be a public record and
open for public inspection.

(1) After the award of the order or contract, the governing
boards, council and commission shall indicate upon the
successful bid the following information:

123 (A) Designation as the successful bid;

124 (B) The reason any bids were rejected; and

(C) The reason for rejection, if the mathematical lowvendor was not awarded the order or contract.

(2) A record in the purchase file may not be destroyed
without the written consent of the Legislative Auditor. Those
files in which the original documentation has been held for at
least one year and in which the original documents have been
reproduced and archived on microfilm or other equivalent
method of duplication may be destroyed without the written
consent of the Legislative Auditor.

(3) All files, no matter the storage method, shall be openfor inspection by the Legislative Auditor upon request.

(i) The commission and council, also jointly, shall
promulgate rules to prescribe qualifications to be met by any
person who is to be employed as a buyer pursuant to this

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139	section. These rules shall require that a person may not be
140	employed as a buyer unless that person, at the time of
141	employment, has one of the following qualifications:
142	(1) Is a graduate of an accredited college or university; or

143 (2) Has at least four years' experience in purchasing for
144 any unit of government or for any business, commercial or
145 industrial enterprise.

146 (j) Any person making purchases and acquisitions 147 pursuant to this section shall execute a bond in the penalty of 148 \$50,000, payable to the state of West Virginia, with a 149 corporate bonding or surety company authorized to do 150 business in this state as surety thereon, in form prescribed by 151 the Attorney General and conditioned upon the faithful 152 performance of all duties in accordance with this section and 153 sections five through eight, inclusive, of this article and the 154 rules of the governing board and the council and commission. 155 In lieu of separate bonds for these buyers, a blanket surety 156 bond may be obtained. The bond shall be filed with the 157 Secretary of State and the cost of the bond shall be paid from 158 funds appropriated to the applicable governing board or the 159 council or commission.

160 (k) All purchases and acquisitions shall be made in 161 consideration and within limits of available appropriations 162 and funds and in accordance with applicable provisions of 163 article two, chapter five-a of this code relating to expenditure 164 schedules and quarterly allotments of funds. Notwithstanding 165 any other provision of this code to the contrary, only those 166 purchases exceeding the dollar amount for competitive sealed 167 bids in this section are required to be encumbered. Such 168 purchases may be entered into the state's centralized 169 accounting system by the staff of the commission, council or 170 governing boards to satisfy the requirements of article two. 171 chapter five-a of this code to determine whether the amount 172 of the purchase is within the quarterly allotment of the 173 commission, council or governing board, is in accordance 174 with the approved expenditure schedule and otherwise 175 conforms to the article: *Provided*, That, notwithstanding the 176 foregoing provisions of this subsection or any other provision 177 of this code to the contrary, purchases by Marshall University 178 or West Virginia University are not required to be 179 encumbered.

180 (1) The governing boards, council and commission may 181 make requisitions upon the state Auditor for a sum to be 182 known as an advance allowance account, not to exceed five 183 percent of the total of the appropriations for the governing board, council or commission, and the state Auditor shall 184 185 draw a warrant upon the Treasurer for those accounts. All 186 advance allowance accounts shall be accounted for by the 187 applicable governing board or the council or commission 188 once every thirty days or more often if required by the state 189 Auditor.

190 (m) Contracts entered into pursuant to this section shall 191 be signed by the applicable governing board or the council or 192 commission in the name of the state and shall be approved as 193 to form by the Attorney General. A contract which requires approval as to form by the Attorney General is considered 194 195 approved if the Attorney General has not responded within 196 fifteen days of presentation of the contract. A contract or a 197 change order for that contract and notwithstanding any other 198 provision of this code to the contrary, associated documents 199 such as performance and labor/material payments, bonds and 200 certificates of insurance which use terms and conditions or 201 standardized forms previously approved by the Attorney 202 General and do not make substantive changes in the terms 203 and conditions of the contract do not require approval as to 204 form by the Attorney General. The Attorney General shall 205 make a list of those changes which he or she considers to be 206 substantive and the list, and any changes to the list, shall be published in the State Register. A contract that exceeds the 207 208 dollar amount requiring competitive sealed bids in this 209 section shall be filed with the State Auditor. If requested to 210 do so, the governing boards, council or commission shall 211 make all contracts available for inspection by the State 212 Auditor. The governing board, council or commission, as 213 appropriate, shall prescribe the amount of deposit or bond to 214 be submitted with a bid or contract, if any, and the amount of 215 deposit or bond to be given for the faithful performance of a 216 contract.

(n) If the governing board, council or commission
purchases or contracts for materials, supplies, equipment,
services and printing contrary to sections four through seven,
inclusive, of this article or the rules pursuant to this article,
the purchase or contract is void and of no effect.

222 (o) A governing board or the council or commission, as 223 appropriate, may request the director of purchasing to make 224 available the facilities and services of that department to the 225 governing boards, council or commission in the purchase and 226 acquisition of materials, supplies, equipment, services and 227 printing. The director of purchasing shall cooperate with that 228 governing board, council or commission, as appropriate, in 229 all such purchases and acquisitions upon that request.

230 (p) Each governing board or the council or commission, 231 as appropriate, may permit private institutions of higher 232 education to join as purchasers on purchase contracts for 233 materials, supplies, services and equipment entered into by 234 that governing board or the council or commission. A private 235 institution desiring to join as purchaser on purchase contracts 236 shall file with that governing board or the council or 237 commission, as appropriate, an affidavit signed by the 238 president or designee of the private institution requesting that 239 it be authorized to join as purchaser on purchase contracts of that governing board or the council or commission, as 240 241 appropriate. The private institution shall agree that it is bound 242 by such terms and conditions as that governing board or the 243 council or commission may prescribe and that it will be 244 responsible for payment directly to the vendor under each 245 purchase contract.

246 (q) Notwithstanding any other provision of this code to 247 the contrary, the governing boards, council and commission, 248 as appropriate, may make purchases from cooperative 249 buying groups, consortia, the federal government or from 250 federal government contracts if the materials, supplies, 251 services, equipment or printing to be purchased is available 252 from that source, and purchasing from that source would be 253 the most financially advantageous manner of making the 254 purchase.

255 (r) An independent performance audit of all purchasing 256 functions and duties which are performed at any state 257 institution of higher education shall be performed at least 258 once in each three-year period. The Joint Committee on 259 Government and Finance shall conduct the performance audit 260 and the governing boards, council and commission, as 261 appropriate, are responsible for paying the cost of the audit 262 from funds appropriated to the governing boards, council or 263 commission.

(1) The governing board shall provide for independent
performance audits of all purchasing functions and duties on
its campus at least once in each three-year period.

267 (2) Each audit shall be inclusive of the entire time period268 that has elapsed since the date of the preceding audit.

269 (3) Copies of all appropriate documents relating to any
270 audit performed by a governing board shall be furnished to
271 the Joint Committee on Government and Finance and the
272 Legislative Oversight Commission on Education
273 Accountability within thirty days of the date the audit report
274 is completed.

- (s) The governing boards shall require each institution
 under their respective jurisdictions to notify and inform every
 vendor doing business with that institution of section fiftyfour, article three, chapter five-a of this code, also known as
 the Prompt Pay Act of 1990.
- (t) Consultant services, such as strategic planning
 services, do not preclude or inhibit the governing boards,
 council or commission from considering any qualified bid or
 response for delivery of a product or a commodity because of
 the rendering of those consultant services.
- (u) Purchasing card use may be expanded by the council,
 commission and state institutions of higher education
 pursuant to this subsection.
- (1) The council and commission jointly shall establish
 procedures to be implemented by the council, commission
 and any institution under their respective jurisdictions using
 purchasing cards. The procedures shall ensure that each
 meets the following conditions:
- 293 (A) Appropriate use of the purchasing card system;
- (B) Full compliance with article three, chapter twelve ofthis code relating to the purchasing card program; and
- 296 (C) Sufficient accounting and auditing procedures for all297 purchasing card transactions.

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(2) Notwithstanding any other provision of this code to
the contrary, the council, commission and any institution
authorized pursuant to subdivision (3) of this subsection may
use purchasing cards for the following purposes:

- 302 (A) Payment of travel expenses directly related to the job 303 duties of the traveling employee, including, but not limited to,
- 304 fuel and food; and

(B) Payment of any routine, regularly scheduled payment,
including, but not limited to, utility payments and real
property rental fees.

308 (3) The commission and council each shall evaluate the 309 capacity of each institution under its jurisdiction for 310 complying with the procedures established pursuant to 311 subdivision (2) of this subsection. The commission and 312 council each shall authorize expanded use of purchasing 313 cards pursuant to that subdivision for any institution it 314 determines has the capacity to comply.

§18B-5-4a. Construction projects.

Notwithstanding any other provision of this code to the
 contrary, and specifically section one, article twenty-two,
 chapter five of this code, a state institution of higher
 education is not required to solicit competitive bids or require
 a valid bid bond or other surety for any construction project
 unless the value exceeds \$100,000 in total cost.

- §18B-5-6. Other code provisions relating to purchasing and design-build procurement not controlling; exceptions; criminal provisions and penalties; financial interest of governing boards, etc.; receiving anything of value from interested party and penalties therefor; application of bribery statute.
 - 1 The provisions of article three, chapter five-a of this code 2 and section five, article twenty-two-a, chapter five of this

3 code do not control or govern design-build procurement or 4 the purchase, acquisition or other disposition of any 5 equipment, materials, supplies, services or printing by the 6 commission or the governing boards, except as provided in 7 sections four through seven, inclusive, of this article. 8 Sections twenty-nine, thirty and thirty-one, article three, 9 chapter five-a of this code apply to all purchasing activities 10 of the commission and the governing boards.

11 Neither the commission, the governing boards, nor any 12 employee of the commission or governing boards may be 13 financially interested, or have any beneficial personal 14 interest, directly or indirectly, in the purchase of any 15 equipment, materials, supplies, services or printing, nor in 16 any firm, partnership, corporation or association furnishing 17 them, except as may be authorized by the provisions of 18 chapter six-b of this code. Neither the commission, the 19 governing boards nor any employee of the commission or 20 governing boards may accept or receive directly or indirectly 21 from any person, firm or corporation, known by the 22 commission, governing boards or such employee to be 23 interested in any bid, contract or purchase, by rebate, gift or 24 otherwise, any money or other thing of value whatsoever or 25 any promise, obligation or contract for future reward or 26 compensation, except as may be authorized by the provisions 27 of chapter six-b of this code.

28 A person who violates any of the provisions of this 29 section is guilty of a misdemeanor and, upon conviction 30 thereof, shall be imprisoned in jail not less than three months 31 nor more than one year, or fined not less than \$50 nor more 32 than \$1,000, or both imprisoned and fined, in the discretion 33 of the court. Any person who violates any provisions of this 34 section by receiving money or other thing of value under 35 circumstances constituting the crime of bribery under the 36 provisions of section three, article five-a, chapter sixty-one of

- 37 this code shall, upon conviction of bribery, be punished as
- 38 provided in section nine of said article.

§18B-5-7. Disposition of obsolete and unusable equipment, surplus supplies and other unneeded materials.

1 (a) The commission, the council and the governing 2 boards shall dispose of obsolete and unusable equipment, 3 surplus supplies and other unneeded materials, either by transfer to other governmental agencies or institutions, by 4 5 exchange or trade, or by sale as junk or otherwise. The 6 commission, the council and each governing board shall 7 adopt rules governing and controlling the disposition of all such equipment, supplies and materials. The rules shall 8 9 provide for disposition of the equipment, supplies and 10 materials as sound business practices warrant under existing 11 circumstances and conditions and for adequate prior notice to 12 the public of the disposition.

(b) The commission, council or governing board, as
appropriate, shall report biannually to the Legislative Auditor
all sales of commodities made during the preceding
biennium. The report shall include a description of the
commodities sold, the name of the buyer to whom each
commodity was sold, the price paid by the buyer.

19 (c) The proceeds of sales or transfers shall be deposited 20 in the state treasury to the credit on a pro rata basis of the 21 fund or funds from which the purchase of the particular 22 commodities or expendable commodities was made. The 23 commission, council or governing board, as appropriate, may charge and assess fees reasonably related to the costs of care 24 25 and handling with respect to the transfer, warehousing, sale 26 and distribution of state property that is disposed of or sold 27 pursuant to the provisions of this section.

[Enr. Com. Sub. for Com. Sub. for S. B. No. 455 (d) Notwithstanding the provisions of this section, the commission, council or a governing board may donate equipment, supplies and materials with the approval of the commission, council or governing board or their designee, as appropriate.

The Joint Committee on Enrolled Bills hereby certifies that the foregoing bill is correctly enrolled.

Chairman Senate Committee

Chairman House Committee

Originated in the Senate.

In effect ninety days from passage.

Clerk of the Senate

Clerk of the House of Delegates President of the Senate

Speaker of the House of Delegates

The within is approved this the 18th Lin

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