

**WEST VIRGINIA DIVISION OF HIGHWAYS**  
**ADMINISTRATIVE OPERATING PROCEDURES, SECTION V**  
**STUDY GUIDE**  
**CHAPTER 10**

#	ANSWER	QUESTION
1		The initial responsibility for assuring that materials and work comply with quality requirements lies with the _____.
2		True or False: The receiving organization will coordinate the receipt of purchase order materials with Contract Administration Division for quality assurance testing.
3		The receiving organization will ensure that a Quality Assurance Certification (_____) is received for all purchase order materials and attach it to the purchase order.
4		If a price adjustment or exception to the purchase order is indicated on the Quality Assurance Certification, document it on the MS-5 when transmitting it to _____ for payment processing.
5		If a question arises as to the acceptance of material after delivery, the _____ must approve any exceptions prior to the material being utilized by the Division of Highways.

EMPLOYEE NAME: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_