

Procurement and Payment Guidelines

Purchase	Mountaineer Marketplace (MM) Non-Catalog or E-Form	Mountaineer Marketplace (MM) Catalog	PCard	Paper Invoice Submitted to PCPS	Special Note
Advertising	X		X		PCard ok for small local advertisement
Agriculture/farm equipment and supplies	X	X			
Artists, entertainers, speakers	X				Agreement must be approved by Procurement in advance.
Association Dues/Membership Fees	X		X		PCard should be used up to \$5,000. MM direct pay form should be used for \$5,000 or greater.
Athletic equipment/supplies	X	X			
Audio visual equipment	X	X			
Banking services	X				
Books and periodicals	X		X		
Business cards and stationary	X	X			
Capitalized equipment (equipment over \$5K)	X	X			
Carpet	X	X			
Computer Supplies and equipment	X	X			
Conference calling, video conferencing	X				
Construction *	X				
Dental Supplies and Equipment	X	X			
Electrical, HVAC, plumbing, etc.	X	X			
Emergency/Pressing Need orders/Time Sensitive Research **	X		X		
Employee Reimbursement (non-travel)				X	

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Food and beverage for resale (items purchased by dining services)	X		X		
Fuel	X		X		PCard should be used unless bulk ordering is required.
Furniture	X	X			
Graphic design services	X				
Hazardous and/or radioactive materials	X	X			
Hospitality			X		This includes coffee/water services
Insurance and Benefits	X				
Information Technology (IT) hardware	X	X			
Janitorial supplies and equipment	X	X	X		
Lab supplies and equipment	X	X			
Lease payments	X		X		
Legal fees	X				
Live animals	X				
Maintenance agreements	X				Agreement must be approved by Procurement in advance.
Maintenance, repair, and operating (MRO) supplies	X	X			
Medical Supplies and equipment	X	X			
Office Supplies (paper, toner, office products and break-room supplies)		X			
Payments to other state agencies	X		X		

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Payments to other WVU/WVURC departments (catering, dining services, facilities etc.)	X				
Postage			X		
Printing	X	X			
Relocation Services					Expenses should be arranged and paid through the contracted provider. Contact Talent Strategy for information.
Repair and Alterations	X				
Resale merchandise	X	X	X		
Service Agreements	X				Agreement must be approved by Procurement in advance.
Shipping (UPS, FDX,USPS)			X		
Small purchases to local retailers	X		X		Does not include office supplies, computer supplies/equipment, or furniture.
Software/software licenses	X	X	X		Must follow ITS procedure.
Stipends	X				
Subscriptions, periodicals, and publications	X	X	X		PCard may be used up to \$5,000
Travel advances				X	

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Travel expenses (air, hotel, rental car, misc expenses) ***			X	X	All travel can be paid via PCard except meals and fuel for personal vehicles. This includes bus charters.
Uniforms			X		
Utilities (natural gas, electric, water, steam, cable, trash and telecom)	X		X		Cable, telecom, internet should be paid via PCard. Gas, electric, water, and steam should be paid using the Utilities form.
Vehicle maintenance	X		X		
Vehicle purchase	X				

\* Refer to WVU-PS-16 for specific guidelines

\*\* Refer to WVU-PS-2 EMERGENCY OR PRESSING NEED PURCHASES POLICY