

Procurement and Payment Guidelines  
June 2016

Purchase	Mountaineer Marketplace (MM) Non-Catalog or E-Form	Mountaineer Marketplace (MM) Catalog	PCard	MAP Requisition	MAP Direct Payment (Employee Expense Reimbursement)	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		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	
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			
Insurance and Benefits	X					
Information Technology (IT) hardware	X	X				
Janitorial supplies and equipment	X	X				
Lab supplies and equipment	X	X				

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Lease payments	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					
Payments to other WVU/WVURC departments (catering, dining services, facilities etc.)	X					
Postage			X			
Printing	X	X				
Relocation Services	X		X		X	Moving company can be paid directly or we can reimburse the employee.
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				X	
Subscriptions, periodicals, and publications	X	X	X			PCard may be used up to \$5,000
Travel advances					X	
Travel expenses (air, hotel, rental car, misc expenses) ***			X		X	All travel can be paid via PCard except meals and fuel for personal vehicles.
Uniforms	X	X				

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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