

Purchases That Require Prior Approval Before Paying With Your PCard

There are specific items that cannot be purchased using the PCard unless approval is provided prior to purchase. To request approval, please email PCardAdministration@mail.wvu.edu. These items include, but are not necessarily limited to, the following:

Table 3: Purchases Requiring Additional Approvals		
Purchase	Obtain Pre-Approval From	Notes
Agreements/Contracts	<ul style="list-style-type: none">• Chief Procurement Officer (CPO)	Purchases that require execution of an agreement
Gift or Debit Cards	<ul style="list-style-type: none">• PCPS PCard Administration	If grant-funded, all applicable rules & regulations must be followed. State funded requests must also be approved by the WV State Auditor's Office. For instructions on requesting approval, please visit: http://procurement.wvu.edu/payment-services/pcards
Software, Hardware, Services, Consulting, Cloud Hosting, etc.	<ul style="list-style-type: none">• ITS	Approval can be obtained online at: http://procurement.wvu.edu/procurement/computer-purchases

If you have any questions, please feel free to contact PCPS PCard Administration at PCardAdministration@mail.wvu.edu.