

Purchasing and Payment Guidelines - updated March 2023

Marketplace Only (submit requisition <u>before</u> items are ordered)	Marketplace or PCard (only when under \$5,000 and not available in a Mountaineer Marketplace Catalog)	PCard
Artists, entertainers, speakers, performers*	Agriculture/farm equipment/ supplies	Advertising****
Business cards and stationary	Janitorial supplies and equipment**	Association dues/membership fees
Capitalized equipment (equipment over \$5K)	Lab supplies and equipment**	Books and periodicals****
Computer supplies and equipment***	Maintenance, repair, and operating (MRO) supplies**	Electronic or printed subscriptions, periodicals, and publications
Construction and related services*	Medical prescriptions/services payments	Fuel for rental cars/cars not enrolled in ARI program
Educational stipends to non-WVU students	Medical supplies and equipment	Gas cylinder rentals****
Furniture and flooring	Misc. equipment	Gift cards (for certain human subject payments, prizes, etc.) - remember wait to purchase gift cards until you have an approved Gift Card Request Form in Mountaineer Marketplace
Graphic design services	Payments to other state agencies	Hospitality
Hazardous and/or radioactive materials	Printing (excluding business cards and stationary)	Shipping (UPS, FedEx, USPS)
Internal payments	Promotional items	Small purchases to local retailers****
Lease agreements*	Repairs to equipment (repair occurring off campus; PCPS must approve in advance if supplier requires an agreement)	Travel expenses (see University Travel Manual for specifics; reimbursement also allowed)
Maintenance/service agreements*	Software/software licenses (must follow ITS procedure)	Utilities for cable, internet, telecom
Office supplies		Vehicle Maintenance not in ARI program
Professional services and consulting*		
Repairs/alterations occurring on campus*		
Utilities for electric, gas, steam, water		
Vehicle maintenance through Motorpool		
Vehicle purchase		
Weapons and ammunition		

*Will require an agreement and the Independent Contractor form may be required if applicable.

**Excludes chemicals, controlled substances, hazardous/radioactive materials, or live animals.

***ITS approval is required, unless "WVU recommended", "ITS recommended", or IT approved.

****If order is over \$5,000, prior approval from PCPS is required.

Prepaid Cards

[Human subject payments \(see guidelines\)](#)

Student athlete per diems

Questions? Email pcps@mail.wvu.edu