

**Purchasing and Payment Guidelines - updated July 2026**

| Marketplace Only (submit requisition <u>before</u> items are ordered) | Marketplace or PCard (only when under \$10,000 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 \$10,000 or greater, prior approval from PCPS is required.**

**Questions? Email [pcps@mail.wvu.edu](mailto:pcps@mail.wvu.edu)**