

Mountaineer Marketplace Automated Forms Guidelines

Mountaineer Marketplace eForm	When Should I Use This?	What process does this replace?
Cash Transfer	To move cash from one fund to another (mandatory or non-mandatory). Cash transfers should use non-mandatory or mandatory transfer line items. The debit/payment side should use a non-mandatory or mandatory transfer out line item. The credit side should use a non-mandatory or mandatory transfer in line item. A listing of expenditure and revenue line items and their descriptions is available here: http://iara.wvu.edu/chart-of-accounts .	Mailing Internal Transfer/Cash Transfer paper form.
Confirming Order	To pay an invoice where the goods/services have already been received/performed and the items are not included on the essential services listing.	Submitting MAP requisitions for "confirming orders" and mailing original invoice.
Departmental Refund	To refund money when the money collected is not going to be used.	Mailing Departmental Refund paper form.
Direct Payment	To pay an invoice off of the Essential Service policy listing other than a lease payment, utility payment, or purchases that require purchase orders.	Mailing original paper invoice/Payment Services Request paper form.
Internal Transfer	To transfer funds within the same bank account or pay another internal department for goods and services. The credit portion is entered on the form itself and the charge portion is entered at the cart level. Internal Transfers should not use non-mandatory, mandatory, or inter-institutional transfer line items.	Mailing Internal Transfer/Cash Transfer paper form.
Lease Payment	To pay an invoice for leases that have been approved by the University's Real Estate Office.	Mailing original paper invoice/Payment Services Request paper form.
Non-Catalog	To request a purchase order to be issued to a vendor for goods/services that cannot be found within the catalogs. **Not to be used when the goods/services have already been received/delivered.	Submitting MAP requisitions.
Transfer between Bank Accounts	To transfer funds between State and WVURC bank accounts. Transfer between Bank Accounts should use inter-institutional transfer line items. The debit/payment side should use the inter-institutional transfer line out (5800801). The credit side should use the inter-institutional transfer line in (4607311).	Mailing original paper invoice/Payment Services Request paper form.
Utility Payment	To pay a utility invoice for a University owned/leased space.	Mailing original paper invoice/Payment Services Request paper form.

Notes:

1. Do not submit a paper invoice to PCPS if an eForm is completed. If you have an invoice, attach it at the cart level within the Internal Notes/Attachments section.
2. Each form starts with an instructions section, which will walk you through each required field. Please read thoroughly before submitting.
3. The system will not allow you to add multiple types of forms to one cart. For example, you can submit 10 Utility Payment forms in 1 cart, but you can not submit a Utility
4. On the home screen, follow the link to the training page, which contains step by step instructions/videos on how to complete each task.