

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