



Effective Date: 03/29/2023

Section 1 – Introduction	3
1.1. Scope	3
1.2. Purpose	3
1.3. Authority	3
1.4. Effective Date	3
1.5. Revisions or Replacements	3
Section 2 – Planning	4
2.1. Planning Process	4
2.2. Financial Resources	4
2.3. Timing	4
2.4. Selecting a Good or Service	4
2.5. Supporting Documentation for Goods	5
2.6. Supporting Documentation for Services	5
2.7. Supporting Documentation Requirements	5
Section 3 - Processes & Limits	6
3.1. Stringing	6
3.2. Requisitions	6
3.3. Purchase Orders & Change Orders	6
3.4. Order & Payment Summary	6
Section 4 - Internal Resources	7
4.1. Food Service	7
4.2. Bookstore	7
4.3. Print Shop	7
4.4. Post Office	7
Section 5 - Special Procedures & Miscellaneous Items	8
5.1. Alcoholic Beverages	8
5.2. Association & Membership Dues	8
5.3. Contractor vs Employee	8
5.4. Electronic Signature	8
5.5. Emergency Purchases:	8
5.6. Employee Reimbursements	8

5.7.	Fundraisers	8
5.8.	Gambling, Bingo Games, & Raffles	8
5.9.	Gifts and Gift Cards	8
5.10.	Hospitality	9
5.11.	Insurance Requirements	9
5.12.	Non-Competitive Sources	9
5.13.	Pre-Payment	9
5.14.	Prizes.....	9
5.15.	Sales Tax	10
5.16.	Signature Authority.....	10
5.17.	Student Activity Events.....	10
5.18.	Vendor File.....	10
Section 6 – Policies & Procedures, Manuals, and Forms		11
6.1.	GSU Board of Governor’s Policies.....	11
6.2.	Business & Finance Office Manuals	11
6.3.	Business & Finance Office Forms.....	11
6.4.	Fleet Policies & Procedures	11
Section 7 – Accounts Payable		12
7.1.	General Accounts Payable Information	12
Section 8 – Exhibits.....		13
Exhibit 8a – Order & Payment Requirements for Goods & Services for General Campus		14
Exhibit 8b – Order & Payment Requirements for Goods & Services for Physical Plant.....		15
Exhibit 8c – Exceptions for Purchase Orders & Requisitions for Services for Campus Units.....		16
Exhibit 8d – Special Order & Payment Instructions.....		17

This manual has been prepared as a guide to assist the personnel of Glenville State University (University) with the purchase of goods or services that cost \$50,000.00 or less.

This manual is not to be construed as a complete or final determination of any matter and may be amended or changed. Exceptions may be made by the Chief Financial Officer (CFO), the Chief Purchasing Officer (CPO), or designee. The CFO currently also serves in the capacity of the CPO. This manual is available on the University website.

The purpose of this manual is to ensure that the business activities of the University are in accordance with applicable governing authorities, prevent any misuse, abuse, or fraudulent activity, and to increase public confidence in the University's business activities.

West Virginia Code §18B-5-1 through §18B-5-4.

West Virginia Legislature Series 43 Purchasing Efficiencies.

West Virginia Higher Education Commission Series 30 Purchasing.

The effective date of this manual is July 1, 2022.

This manual replaces all other policies and procedures as they pertain to Purchasing.

The most common types of supporting documentation for goods are a Cart Printout or a Quote (preferred). The signature and the date almost c6 44(Rdst common431m)H(vs9943121(st1mUpGL1001)

Stringing is strictly prohibited. Stringing is defined as the act of separating Requisitions, Purchase Orders, Orders, Invoices, or Payments to circumvent policies and procedures or credit card spending limits.

A Requisition is an internal document that is utilized to request approval to purchase a good or a service. The Unit is responsible for obtaining the supporting documentation, preparing the Requisition, obtaining the required Unit signatures, and submitting the Requisition to the Purchasing Office. The Purchasing Office is responsible for obtaining the required Executive signatures, emailing a copy of the approved Requisition to the Unit, or notifying the Unit that the Requisition is not approved. If a Requisition is not approved, the Business & Finance Office will work with the Unit until the issues are resolved or the Requisition is canceled. The Business & Finance Office may request that a Requisition be revised if the details or dollar amounts on the Requisition are not clear or accurate enough to place an Order or reconcile the related transaction.

Purchase Orders and Change Orders are external documents that are prepared and issued by the Purchasing Office. A Purchase Order is utilized to place an order. A Change Order is utilized to make a change to an existing Purchase Order.

The route that an order or a payment takes depends upon various factors. As with any policy, procedure, or rule, there are exceptions that must be routed differently or certain actions must be taken to facilitate the order or payment. There are times when the method of order and payment must be made on a case-by-case basis by the CFO/CPO. You should contact the Purchasing Office if you cannot readily determine the order or payment Method. See the exhibits for more information.

See Exhibits in Section 8 for Order & Payment Information

The University food service contractor has exclusive rights to provide all food services and first right of refusal. An estimate or quote should accompany the Requisition. Other food service may be acquired if the University food service contractor does not want to provide the services.

The University bookstore service contractor has exclusive rights to bookstore services and first right of refusal. The University Bookstore also sells a variety of apparel, office supplies, educational supplies, and many other types of goods.

The University Print Shop provides a variety of services. The University greatly encourages the use of the various Print Shop services. However, other vendors may be used for printing services or to purchase paper, envelopes, and other supplies that are also offered by the University Print Shop. A Requisition or a Purchase Order is not required for University Print Shop services.

The University Post Office offers a wide range of mail services for the students, the faculty, and the staff. The mailing services include standard mail, ground delivery, bulk mailings and many other mailing services.

The University is exempt from West Virginia Sales Tax. Other states will also exempt a purchase from sales tax. These states are listed on the "Certificate of Exemption" form more commonly known as the "Tax Exempt" form. A "Certificate of Exemption" form should be submitted to the Vendor prior placing or paying for an order so tax will not be charged on the order.

: The President, the CFO, the Director of Purchasing, or other designees of the President are the only University employees that have the authority to legally sign Purchasing documents on behalf of the University.

: The expenses for a student activity event may be paid for or reimbursed if the event directly benefits and promotes a social atmosphere for the students of the University and is open to or limited to the student of the University who paid the fee to fund the event. An employee of the University who is also a student of the University will be considered a student.

A W9 form is required to add a vendor or to modify a Vendor's information in the wvOasis system. You should contact the Accounts Payable Clerk to verify if the Vendor is on file in wvOasis system or for other assistance. All other Vendor requirements will be verified by the Purchasing Office. The Purchasing Office will work with the Vendor to resolve any issues.

Exhibit 8a – Order & Payment Requirements for Goods & Services for General Campus

Exhibit 8d Part 1 – Special Order & Payment Instructions for Units

P-Card Spending Limit Issues

Exhibit 8d Part 2 - Order/Payment Route Options				
This list is not intended to be all-inclusive and the decision as to how to route an order or payment will be made on a case-by-case basis.				
Pcard Issues	PO Required	Order Method	Who Orders	Who Pays
Limit - Adjusted	No	Phone	Unit	Unit
Limit - Adjusted	No	On-Line	Unit	Unit
Limit - Adjusted	No	In Person	Unit	Unit
Limit - Adjusted	Yes	Purchase Order	Purchasing	AP
Limit - Adjusted	Yes	Purchase Order	Purchasing	Unit
Limit - Not Adjusted	No	Phone	AP	AP
Limit - Not Adjusted	No	Phone	Unit	AP
Limit - Not Adjusted	No	On-Line	AP	AP
Limit - Not Adjusted	No	On-Line	Unit	AP
Limit - Not Adjusted	Yes	Purchase Order	Purchasing	AP
Limit - Not Adjusted	Yes	Purchase Order	Purchasing	Unit
Limit - Not Adjusted	Yes	Purchase Order	Purchasing	AP
Limit - Not Adjusted	Yes	Purchase Order	Purchasing	Unit
Pcard Not Accepted Issue	PO Required	Order Method	Who Orders	Who Pays
Not Accepted for Payment	No	Phone	AP	AP
Not Accepted for Payment	No	Phone	Unit	AP
Not Accepted for Payment	Yes	Purchase Order	Purchasing	AP
Not Accepted for Payment	Yes	Purchase Order	Purchasing	Unit

Approved By: _____ Date: _____

Bert Jedamski

Chief Financial Officer/Chief Procurement Officer/Private Information Officer