

# Chambers College Desktop Purchasing Guide

Prior  
Approval  
Needed

## Using your PCard?

Email [this form](#) to [BEEBO@mail.wvu.edu](mailto:BEEBO@mail.wvu.edu) for approval before making a purchase

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## Planning a trip?

Email [this form](#) to [BEEBO@mail.wvu.edu](mailto:BEEBO@mail.wvu.edu) for approval before making a purchase

## Paying an invoice or need reimbursed?

Use Mountaineer Marketplace, My Expenses, or Foundation Chromeriver, as needed

## Hiring a student?

- Complete [this form](#) for hourly student workers.
- Follow [this process](#) for workstudy students

For additional assistance with purchasing, reimbursements, and hiring, please contact the Shared Services Center.

- By email [sharedservices@mail.wvu.edu](mailto:sharedservices@mail.wvu.edu)
- By phone at 304-293-6006
- Through <https://portal.wvu.edu/> then click the orange Shared Services button
- At their website: <https://sharedservices.wvu.edu/>