Chambers College Desktop Purchasing Guide

Using your PCard?

Email this form to BEEBO@mail.wvu.edu for approval before making a purchase

Planning a trip?

Email this form to 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
- 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/