

Chambers Purchasing Guidelines:

Updated 7/1/2025

Non-Travel Expenses:

Required documentation:

- Pre-approved purchase request form
- WVU Business Purpose (explains who, what, when, where, and why)
- Itemized Quote (prior to purchase)
- Itemized Receipt (after the purchase)

The following items should be purchased/paid using Mountaineer Marketplace or the PCard and should never be paid with personal funds. PCPS reserves the right to deny reimbursement for the expenses listed below:

- Computer supplies (hardware, software, accessories) – Mountaineer Marketplace only
- Equipment - Mountaineer Marketplace only
- Furniture - Mountaineer Marketplace only
- Lab supplies and equipment - Mountaineer Marketplace only
- Office supplies - Mountaineer Marketplace only
- Services - Mountaineer Marketplace only
- Gift Cards or other payments to human subjects/study participants
- Memberships
- Books and other classroom materials

Office Supply Policy

Chambers College will maintain a supply of standard office items in the 6th floor supply closet.

- **Restocking:** If you remove the last of an item or notice low stock, please notify your Departmental Administrator so it can be replenished.
- **Special Requests:** Specific or unique supply needs are not covered by the College and must be purchased with personal funds. Classroom- or research-related supplies may be requested for approval on a case-by-case basis.
- **Classroom Dry Erase Markers:** These are stocked by BEIT. Please contact BEIT directly for restocking needs.

- **Desktop Printers:** Chambers College no longer supports desktop printers. Supplies for personal desktop printers must be purchased with personal funds.
- **Business Cards:** Business Cards will be ordered by the Department Manager at time of hire. Restock orders will only be placed when the original supply is fully depleted. Requests for new cards due to title changes, department changes, or other updates will not be approved.
- **Name Tags:** Name tags will be ordered by the Department Manager for all new employees at the time of hire. Restock orders will be placed twice per year, in August and January. The new design allows only the employee's name to appear; department listings are not included.