

Fairmont State University

and

**Pierpont Community and Technical
College**

Purchasing Manual

May 1, 2011

Section One -- Introduction

- 1.0 INTRODUCTION:** This manual was prepared by the Procurement Office to assist organizational units in the proper methods of purchasing commodities and services. If by following this manual you are unable to determine the proper procedure to obtain what you need, please do not hesitate to contact the Procurement Office.
- 1.1_ Procurement Office Location:** The Procurement Office is located in Room 320 Hardway Hall. Phone 367-4711 or 367-4845.
- 1.2 Purpose:** The Procurement Office is committed to its role as a service organization as well as its dedication to the highest standard of purchasing practices. Its primary goal is to obtain goods and services of the best quality at the best price.
- 1.3 Authority:** Authority to purchase and acquire materials, supplies, equipment, services and printing , entering into lease and lease-purchase agreement, and to dispose of surplus, obsolete and unusable materials, supplies and equipment is granted to the Council, Commission and Governing Boards in WV Code §18B-5-4 through §18B-5-9. As required by law, the Council and Commission have promulgated a procedural rule, Series 30, Purchasing, and a legislative rule, Series 43, Purchasing Efficiencies, to manage higher education purchasing.
- 1.4 Disclaimer:** The Purchasing Manual is provided for reference purposes only. It is not to be construed as a complete or final determination of any purchasing matter and may be amended or changed at any time at the discretion of the Chief Procurement Officer to ensure compliance with the laws, rules and policies of the Governing Boards and the State of West Virginia.
- 1.5 Public Records:** All records in the Procurement Office related to purchase orders and/or contracts are considered public records. All bids, proposals, or offers submitted by vendors shall become public information and are available for inspection during normal business hours. All public information may be released with or without a Freedom of Information request. The only exemptions to disclosure of information are listed in West Virginia Code §29B-1-4. Primarily, trade secrets as submitted by a vendor are the only exemption to public disclosure by the Procurement Office.

The submission of any information to the Procurement Office by a vendor puts the risk of disclosure on the vendor. The Procurement Office will make a reasonable effort not to disclose information that is within the guidelines of §29B-1-4 and is labeled “proprietary information not for public disclosure.” The Procurement Office does not guarantee non-disclosure of any information to the public.

- 1.6 Ethics:** Purchasing and disposal of surplus, obsolete and unusable materials, supplies and equipment in the public sector is a public trust and the highest degree of professional and ethical standards should be maintained at all times. Chapter 6B of the West Virginia Code, the West Virginia Governmental Ethics Act, is applicable to all purchasing, receiving, inventory management, and surplus property activities performed under the jurisdiction of the Council, the Commission and the Governing Boards.

Any person who is not authorized to approve a purchase or contract, or who does so in a manner that is in violation of state law, or the rules, policies and procedures of the Council and Commission and the Governing Board having jurisdiction, may be held personally liable for the cost of such purchase or contract as provided in state law. Purchases or contracts violating state law and/or the rules, policies and procedures of the Council and Commission and the Governing Board having jurisdiction shall be void and of no effect.

Except as may be authorized by the provisions Chapter 6B of the West Virginia Code: (1) neither the Chief Procurement Officer nor any employee of the institution’s Purchasing Office shall be financially interested, or have any beneficial personal interest, directly or indirectly, in the purchase of any commodities or printing, nor in any firm, partnership, corporation or association furnishing them; and (2) neither the Chief Procurement Officer nor any employee of the institution’s Purchasing Office shall accept or receive directly or indirectly from any person, firm or corporation, known by the Chief Procurement Officer or employee, to be interested in any bid, contract or purchase order, by rebate, gift or otherwise, any money or other thing of value whatsoever, or any promise, obligation or contract for future award or compensation. The provisions of West Virginia Code §5A-3-28, 29, 30, 31 shall apply.

Except as may be authorized by the provisions Chapter 6B of the West Virginia Code: (1) neither the Council, the Commission, the Governing Board, nor any employee of the Council, the Commission or the

Governing Board, shall be financially interested, or have any beneficial personal interest, directly or indirectly, in the purchase of any equipment, materials, supplies, services, or printing, nor in any firm, partnership, corporation or association furnishing them; and (2) neither the Council, the Commission, the Governing Board or any employee of said Council, Commission or Board shall accept or receive directly or indirectly, from any person, firm or corporation, known by the Council, the Commission or the Governing Board or such employee to be interested in any bid, contract or purchase, by rebate, gift or otherwise, any money or other thing of value whatsoever or any promise, obligation or contract for future reward or compensation.

Any vendor violating the West Virginia Code or the rules, policies and procedures of the Council and Commission or the Governing Board having jurisdiction may be suspended from the right to bid on or submit a proposal for institutional purchases for a period of up to one year.

- 1.7 Vendor Registration:** The West Virginia Code requires that all vendors be registered with the West Virginia Department of Administration, Purchasing Division, prior to receiving a purchase order for competitive products and/or services exceeding \$25,000. An annual vendor registration fee, payable to the State of West Virginia, is required from vendors receiving a purchase order for competitive products and/or services exceeding \$25,000 per order. Those exempt from paying the fee are vendors supplying sole source (non-competitive) products/services, or vendors receiving a purchase order in the aggregate amount of \$25,000 or less per order.
- 1.8 Vendor Preference:** West Virginia vendors may claim an in-state resident vendor preference in accordance with §5A-3-37 of the West Virginia Code on purchases of materials, supplies, equipment and printing that are competitively bid; however, this resident vendor preference is not applicable to construction, or for services. Except where provisions of §5A-3-37 may apply, the reciprocal preference provided for in §5A-3-37a of the West Virginia Code shall apply to the purchase of commodities (materials, supplies, equipment, construction and services) and printing where appropriate. Claims for the resident vendor preference must be made in writing by the vendor and must be submitted with the vendor's bid.
- 1.9 Awards:** After competitive bids are received and properly evaluated, award shall be made to the lowest responsible bidder meeting

specifications. A responsible bidder is one who has a reputation for good performance, business, financial capabilities, and is able to furnish the required needs of the organization as requested. No personal preference shall be shown to any bidder, and “gold-plating” will not be permitted. “Gold-plating” is the adding of additional features or functions by a bidder to a specified requirement for which no original request was made, and then expecting an award (at more dollars) claiming the product or service is better than the lowest responsible bidder who meets the specified requirement.

If after a proper evaluation, an award is made to other than the lowest bidder, a thorough justification must be written and retained for public record and inspection. The reasons given must be technically correct and not based on subjective or prejudicial reasons. The justification must be signed by the evaluators and retained as part of the bid file.

- 1.10 Preparation of Purchasing Documents:** All forms submitted to the Procurement Office must be typed (or neatly hand-written).

Section Two – Procurement Planning and Specifications

- 2.0 PROCUREMENT PLANNING:** Effective purchase of needed commodities and services begins with proper planning. The first step is to determine what is needed, how many, and where it is to be delivered.

This requires an awareness of the purchasing objective: *Providing for suitable products and services of the proper quality and in the proper quantity at the time and place necessary, and all at the lowest possible cost.*

2.1 Purchase and Delivery Lead Time

- 2.1.1 Administrative Lead Time:** Administrative lead time allows for the initiation of the requirement of the user to the issuance of an award. For formal procurements where written bids are required and approved by the Attorney General's Office, the average time required to prepare, advertise, evaluate, and make an award is 45 to 60 days. Depending upon other requirements, including pre-bid conferences or pre-qualification of bidders, the time may be longer.

For purchases made by organizational units through delegated authority (purchase card), the lead time could be one day, depending upon the dollar value and the responsiveness of vendors offering the desired product or service.

- 2.1.2 Order or Ship Time:** Order or ship time is the time after award that is required by suppliers to fill an order and delivery by designated means (truck, rail or air) to the delivery point. These times vary widely by industry. Consideration must be given to market conditions which will affect delivery. A range of 30 to 90 days should be estimated in determining this time frame. Custom-made and complex items of equipment normally take longer to obtain.

- 2.2 Selection of the Purchasing Method:** It is important to select the purchasing method which is required by state law for the particular dollar amount. For purchases less than \$5,000, organizational units have purchase authority to process these orders utilizing the p-card process (See Section 4). Competitive purchases which exceed \$5,000 must be

submitted as a Requisition to the Procurement Office.

2.3 Preparation of the Requisition: Requisitions must convey to the reader, in a clear, concise and logical sequence, the information necessary to answer the basic questions of who, what, why, where, when and how.

2.4 Selection of Vendors: In order to achieve the goal of competitive bidding, a minimum of three bids is required, when possible. Care must be taken to solicit vendors capable of providing the necessary products or services.

There are many ways to locate vendors selling a particular product or service. One method is using reference sources, such as the web searches, telephone book's yellow pages and other business listings. Another method is using supplier's catalogs, which not only offer local distributors but provides descriptive information on their products and current technology of the market. A third method is to meet with business representatives. They are a valuable source of information and should be contacted when developing purchase requirements. Vendor visits should be arranged in a manner which will assure a mutually beneficial exchange of information. Such assistance must be considered a normal sales effort and does not entitle a vendor to any preference in a competitive program. Also, please feel free to contact the Procurement Office to seek additional suggested vendors.

2.5 Specifications: The purpose of a specification is to serve as the basis for obtaining the commodities (products) and services suitable for the needs of the College in a cost effective manner.

Determining the exact requirements (specifications) for products and services to perform a given function is one of the most important tasks in the procurement process. A specification must describe the type of product or service, the quality level, special requirements in design, performance, delivery and usage. Specifications must not be restrictive and "lock-in/lock-out" a specific product, thus, limiting competition, or be so vague as to allow a vendor to provide a lower quality product or service.

A good specification is the following:

- ◆ Clearly understandable to both the buyer and seller
- ◆ Complete
- ◆ Concise
- ◆ Identifiable wherever possible with some brand or specification

- already on the market
- ◆ Verifiable
- ◆ Reasonable
- ◆ Legible

2.6 Types of Specifications: There are at least three types of specifications used separately and/or in combination to communicate requirements for goods and services to the vendor.

2.6.1 A Brand Name or Equivalent Specification is based on one or more of a manufacturer's commodity or product description(s), model number(s) and quality level(s). The manufacturer's commodity or product number(s) must be easily identified and available in a current publication that is available to most vendors. Commodity or product description must be sufficiently detailed and specify only the required features needed for the application.

2.6.2 A Performance Specification is based on the specific performance needs of the purchaser. A performance specification is less structured as to how the product is made, and more structured as to how well it performs. Life cycle cost for operating and maintaining the product should be an element of the specification.

2.6.3 A Design Specification concentrates on the dimensional, physical and function requirements of the item being purchased. The design specification is used when the commodity has to be specially made to meet the purchaser's unique needs.

Combinations of the above may be used to communicate a clear specification to vendors. A performance specification may refer to a nationally accepted testing procedure for a commodity; a design specification may indicate the physical size and dimension of the commodity; and a brand name or equivalent specification may be used to indicate a desired quality level.

2.7 Assistance in Preparing Specifications: For assistance in preparing specifications, please contact the Procurement Office.

2.8 Format of a Specification: A specification should be presented in a specific manner each time a purchase requisition is written. This format is as follows:

- ◆ **Item number**
- ◆ **Quantity** – The total quantity requisitioned and the unit of measure, such as cases, each, pounds, etc.
- ◆ **Description** – Enter the brand name or equal specification, the general name of the items, e.g., chairs, desks, etc, should be listed first; the manufacturer and model number of the item should follow immediately. (e.g., computer task chairs, KI Model #2572 Or Equivalent.) When using a brand name specification, the words “OR EQUIVALENT” must be inserted to inform vendors that alternate bids will be considered. Literature should be requested to accompany any alternate bid which can verify that the alternate bid complies with the specifications. The description should contain the essential requirements that clarify the quality level or indicate the features that are important to the function of the item/service being purchased.

Generally the following language should NOT be included in a requisition:

- ◆ “No substitutes”
- ◆ “Only nationally known brands accepted”
- ◆ “No alternatives will be accepted without prior approval of the requisitioner”

Sections Three – Purchasing Process and Limits

3.0 PURCHASING PROCESS AND LIMITS

- 3.1 Purchases less than \$5,000:** Competitive bids are not required but are encouraged when possible.

Purchases should be made using the State P-Card – See Section 4.

For purchases less than \$5,000 that are not eligible for the purchase card, prepare a *Requisition Form* and submit to the Procurement Office for approval.

- 3.2 Purchases between \$5,001 and \$25,000:** Competitive bids are not required for purchases less than \$25,000; however, **the Procurement Office reserves the right to determine whether or not bids will be necessary for purchases less than \$25,000.**

Organizational units must complete a *Requisition Form* and submit to the Procurement Office for processing. The Requisition Form is available in the Institutional Forms Repository.

The requisition form must include, complete specifications, a minimum a three suggested vendors, the fund/org/account numbers and the organizational managers signature.

- 3.3 Purchases over \$25,001:** Bids for all competitive purchases over \$25,000 will be obtained by the Procurement Office. Organizational units must complete a *Requisition Form* and submit to the Procurement Office.

The requisition form must include, complete specifications, a minimum a three suggested vendors, the fund/org/account numbers and the organizational managers signature.

Requisitions over \$25,000 require formal written bids. The Procurement Office must obtain sealed written competitive bids. All bids are posted on the Procurement Office bulletin board and an ad will be placed in at least one local newspaper fourteen (14) days prior to the bid opening date. Bids will be opened by the Procurement Office staff in the presence of a witness on the date and time stated on the request for bids. After the bids are opened, they will be photocopied (or scanned) and

forwarded to the originating department for evaluation and recommendation for award. Once awarded, a purchase order is sent to the Attorney General's Office for approval (if necessary).

Normal turnaround time for requisitions over \$25,000 is forty-five (45) to sixty (60) days. However, please try to submit your requisitions sixty (60) to ninety (90) days in advance of the time from which you want delivery of goods or services. Orders not submitted within the time need to meet specific deadlines WILL NOT be given special treatment and will be processed within the routine purchasing time frame.

3.4 Sole/Single Source of Supply: Sole source and single source purchases are not permissible unless the materials, supplies, equipment, services and printing needs are available from only one supplier. A requirement for a particular propriety item does not justify sole or single source purchase if there is more than one potential bidder or supplier for that item. Single source purchase is permitted only when the goods and services are of such a unique nature that they cannot be acquired from any other source. The following are examples of circumstances that could necessitate sole/single source purchases:

- a. Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration.
- b. The item cannot be obtained through ordinary purchasing procedures and methods;
- c. The item is available from a spending unit or other institution with preference under the West Virginia code; and
- d. Where specific and unique items are called for on a grant or contract.

Timeline for Processing: Normal processing time is typically less than 2 weeks. However, if the vendor's contract contains terms and conditions that are in conflict with the State's terms and conditions and the vendor **does not** agree to sign the WV-96 it may take anywhere from four (4) to eight (8) weeks to process. Therefore, when planning your purchases please allow ample time for unexpected delays.

Sole/Single Source Purchases between \$5,000 and \$25,000:

Required Paperwork	Comments
Requisition Form	<ul style="list-style-type: none"> • Include fund/org/account • Department signature required
Vendor's Quote/Contract	<ul style="list-style-type: none"> • Vendor's faxed signature is acceptable • Someone in the Procurement Office will sign on behalf of the University
Sole/Single Source Justification	Must be completed and signed by the requesting department
Purchasing Affidavit	Vendor's faxed signature is acceptable
WV-96 (only needed if the vendor's quote/contract has terms and conditions that conflict with the state's terms and conditions)	<ul style="list-style-type: none"> • The WV-96 must be dated on or after the signature date on the vendor's quote or agreement, and must be signed by the same persons who signed the vendor's agreement. • As a general rule, the vendor should sign first on any contract documents. • If they refuse to sign the WV-96 Addendum, you should not sign their documents. Instead, request that the vendor submit their objections and any proposed alternative language to you in writing, and forward it to Procurement along with all the contract documents.
W-9 (may be required if the vendor is not in our vendor file)	Form must be completed by the vendor and signed in blue ink. Original form required.

Sole/Single Source Purchases over \$25,000:

Required Paperwork	Comments
Requisition Form	<ul style="list-style-type: none"> • Include fund/org/account • Department signature required
Vendor's Quote/Contract	<ul style="list-style-type: none"> • Vendor's original signature (in blue ink) is required • Someone in the Procurement Office will sign on behalf of the University
Sole/Single Source Justification	Must be completed and signed by the requesting department
Purchasing Affidavit	Vendor's original signature (in blue ink) is required
WV-96 (only needed if the vendor's quote/contract has terms and conditions that conflict with the state's terms and conditions)	<ul style="list-style-type: none"> • The WV-96 must be dated on or after the signature date on the vendor's quote or agreement, and must be signed by the same persons who signed the vendor's agreement. • As a general rule, the vendor should sign first on any contract documents. • If they refuse to sign the WV-96 Addendum, you should not sign their documents. Instead, request that the vendor submit their objections and any proposed alternative language to you in writing, and forward it to Procurement along with all the contract documents.
W-9 (may be required if the vendor is not in our vendor file)	Form must be completed by the vendor and signed in blue ink. Original form required.
WV-1a Form (may be required if the vendor is not registered with the state)	Form must be completed and signed by the vendor.

Forms: All forms (listed below) can be found under the Business Office – Procurement Section of the Fairmont State Institutional Forms Repository located at:

<http://www.fairmontstate.edu/institutionalForms/default.asp>

Requisition

Single/Sole source Justification Form

Purchasing Affidavit

W-9 Form

WV-96 Form

WV-1a Form

3.5 Emergency Purchases: Unforeseen needs that require the protection of human life and/or economic loss to government facilities may be processed through emergency purchasing procedures. Hardship situations created by improper planning or neglect will not be considered sufficient grounds for an emergency purchase. Contact the Procurement Office for additional information.

3.6 Contract Purchases: Fairmont State University utilizes State Purchasing Contracts, Other College/University Contracts, WVNET, E & I Contracts, Purchasing Consortium Contract and GSA contracts, etc.. These contracts provide convenience and guaranteed pricing.

Bids are not required when purchasing from a contract.

Examples of contract items include but are not limited to: paint, tires, lab supplies, paper, furniture and computers, etc. Contracts are on file in the Fairmont State University Procurement Office. Copies are available upon request.

When ordering from contracts using your p-card, please be sure to indicate the contract number and applicable change order number, the item number, and the page number on the p-card receipt and be sure to reference the contract # in STARS in the Comments section.

Contract orders over \$5,000 must be submitted to the Procurement Office on a *Requisition Form*. The contract number and item numbers must be referenced on the Requisition Form as well. Contract orders over \$5,000 will be processed via the State P-Card by someone in Procurement.

When placing orders be sure to check all available contracts first; however, the use of state contracts is not mandatory.

3.7 Agreements: Agreements allow departments to purchase services, other than repairs, that are unique or special in nature. Consultants, guest speakers, artists, accreditation services, laboratory services and inspection services are just a few examples. **If services are not sole source and exceed \$25,000, they must be competitively bid.**

When negotiating a contract for a consultant or artist, please attempt to include travel in the basic service fee. If the vendor insists that travel be reimbursed as a separate item, please remember that a travel expense account settlement must be submitted to the Auditor's Office along with the invoice. The consultant or artist must follow the current travel rules for Higher Education. Direct billing of lodging for consultants or artists is not permitted.

3.7.1 Agreements less than \$25,000: The *Agreement Form WV-48* is used for agreements less than \$25,000. The agreement must be signed by the vendor **prior** to the date of service. In addition to the agreement form, an *Invoice* is required.

If the vendor is a full-time State employee, the certification statement at the bottom of the form must be fully completed and signed by their immediate supervisor.

If the agreement is for an individual or sole proprietor the following forms must be completed and attached:

- Determination of Independent Contractor Worksheet
- Independent Contractor Declaration

NOTE: If the vendor is a Fairmont State University employee, a

Temporary Appointment for Special Program Form must be used in lieu of the *Agreement Form WV-48*.

If the vendor/individual is not listed in the state's vendor payment file (WVFIMS), a W-9 form will be needed (see Section 6 for more information).

3.7.2 Agreements greater than \$25,000: The *Requisition Form* and the *Agreement Form WV-48* is used for agreements over \$25,000. If a vendor has an individualized contract, this may be used in lieu of the WV-48 form. However, please note an *Agreement Addendum Form WV-96* may be required if there are terms and conditions on the vendor's agreement.

The agreement must be signed by the vendor **prior** to the date of service. In addition to the agreement form, an *Invoice* is required.

If the vendor is a full-time State employee, the certification statement at the bottom of the form must be fully completed and signed by their immediate supervisor.

If the agreement is for an individual or sole proprietor the following forms must be completed and attached:

- Determination of Independent Contractor Worksheet
- Independent Contractor Declaration

NOTE: If the vendor is a Fairmont State University employee, a *Temporary Appointment for Special Program Form* must be used in lieu of the *Agreement Form WV-48*.

If the vendor/individual is not listed in the state's vendor payment file (WVFIMS), a W-9 form will be needed (see Section 6 for more information).

Section Four – P-Card Program

See P-Card Manual

Section Five – Internal Resources

5.0 INTERNAL RESOURCES:

- 5.1 Catering Services:** The Campus Food Service provider has first right of refusal for all on-campus catering functions.

Individuals requesting catering services should contact the University Food Service Provider for availability and pricing. Once availability and pricing are confirmed, the procurement process must be completed. Food Service will NOT perform catering services without a completed CATERING REQUEST form PRIOR to the service.

NOTE: Hospitality and Promotional Functions require a Hospitality Justification Form.

- 5.2 Central Stores:** Basic office supplies are available for purchase from Central Stores (Stockroom) located in the Physical Plant.

Order forms are available in the Institutional Forms Repository.

Central Stores accepts the P-Card for purchases.

- 5.3 Copy Center Requests:** Copy Services are available through the University Copy Center located on the 3rd Floor of the Falcon Center. Copy jobs can be submitted to the copy Center via the web-submission form or jobs can be hand-delivered.

A link to the web-submission form is available in the Institutional Forms Repository.

The Copy Center accepts the P-Card for purchases.

Section Six – Special Procedures and Miscellaneous Items

- 6.0 SPECIAL PROCEDURES AND MISCELLANEOUS ITEMS:** The procurement of certain commodities and services have limitations or require special processing procedures which are listed below:
- 6.1 Change Orders:** When a purchase order requires a cancellation or a change, the organizational unit must type a *Purchase Change Request Form BOD-79*. The change order must clearly state what is being changed or canceled, the reason for the change and the complete accounting information.
- 6.2 Computer Hardware and Software Purchases:** All computer hardware and software purchase require approval from Information Technology. Attach a *Hardware/Software Justification Form* to your purchase request and send to Information Technology for approval. Computer hardware and software purchases are prohibited on the Purchase Card (VISA).
- 6.3 Design Services/Consultants:** Any individual, corporation, or firm utilized to custom design a modular office system, computer system, construction, or other projects shall not be permitted to competitively bid the product or service that was designed. The University must pay for the design service and the designer must be restricted from bidding. This removes the possibility of the designer developing specifications that only the designer can meet. This also prevents the appearance of any impropriety and protects the integrity of the competitive process.
- This procedure does not apply to any commodity that does not require custom design specifications. Organizational units may call vendors for information or copies of specifications for consideration of a particular brand or manufacturer without jeopardizing the vendor's ability to compete in the bid process.
- 6.4 Legal Services:** (any dollar amount): Approval is required by the Attorney General's Office.
- 6.5 Contract Terms and Conditions:** If the vendor's contract terms and condition conflict with the state's standard terms and condition, a WV-96

Addendum Form is required. The WV-96 Agreement Addendum should be used whenever a vendor submits alternative contractual terms and conditions for your signature. Often, these are on preprinted forms that have not been amended or reviewed by the Attorney General. The WV-96 was developed by the Attorney General's Office to eliminate the most common conflicts with State law that are found in contract documents submitted for review.

A WV-96 Agreement Addendum is not needed with Higher Education purchasing terms and conditions are the only ones being used, and it is not a substitute for any other terms and conditions. It is intended to amend documents submitted by a vendor, and has not significance standing alone.

The WV-96 must be dated on or after the signature date on the vendor's quote or agreement, and must be signed by the same persons who signed the vendor's agreement. As a general rule, the vendor should sign first on any contract documents.

Department personnel do not have signature authority and CANNOT sign a vendor's contract or the WV-96 Addendum. All contracts and WV-96 Addendums must be signed by someone in the Procurement Office.

If a vendor refuses to sign the WV-96, they must submit their objections and any proposed alternative language in writing to the Procurement Office. This information will be sent to the Attorney General's Office for review.

- 6.6 W-9 Form:** Before a purchase order or agreement can be processed in Banner, the vendor must be listed in the State's Vendor Payment file (WVFIMS). An original signed W-9 form is required to add vendors to the payment file or to make any changes to the vendor file. The W-9 form must be filled out by the vendor/individual and must have an original signature. Please DO NOT complete the W-9 form on behalf of the vendor.

The W-9 Form is available in the Institutional Forms Repository.

SECTION SEVEN – HOSPITALITY GUIDELINES
(Effective: August 15, 2008; Updated June 22, 2009)

Please note that the campus food service vendor has exclusive rights to all food served on our campus and permission must be received by our food service vendor for any food to be bought from another vendor.

Hospitality is defined as the expense of state funds for the reception of guests by a spending agency for a specific event or function related to conducting state business provided that the function is:

- necessary
- appropriate to the occasion
- reasonable in amount
- serves as a bona fide University or Technical College purpose

These expenses include meals, refreshments, awards and supporting purchases for the event, such as paper products, décor items, etc.

Hospitality guidelines outlining allowable and prohibited expenses according to groups and functions:

STUDENTS

Students - Allowable Expenses	Account Code
Receptions and banquets for which the primary purpose is the attendance and benefit of student groups, or potential students.	551100
Paper products and props supporting the service and décor of student functions	551100
Awards to students for performance and or competition	551100
Events held to promote a social atmosphere at the University or Technical College	551100

Students - Prohibited Expenses
Alcohol
Gifts given without recognition of performance or competition

EMPLOYEES

Employees - Allowable Expenses	Account Code
Conferences held by University or Technical College personnel for which registration and/or vendor fees are charged.	542000
*Pre-authorized employee recognition events	542000
*Pre-authorized training to ensure proper ability to perform job duties.	542000 552000
Hospitality expense related to the required attendance of State employees from various geographical locations	542000
Events that build relationships with potential donors opened to alumni, retirees and current staff, faculty and students.	542000

Employees - Prohibited Expenses
Alcohol
Intradepartmental recognition/awards
Parties of personal nature: birthday, retirement, going away, holiday, etc.
Intradepartmental training, workshops or meetings: pizza parties, catering, order in, pick up, etc.
Charitable donations
Personal nature items used to entertain guests: golf clubs, club memberships, event tickets
Meals and refreshments for employees only

****Pre-authorized indicates that the School/College Administrator with PC level approval has authorized the expenditure of the event.***

OFFICIAL FUNCTIONS

Official functions - Allowable Expenses	Account Code
Hospitality expenses related to the presentation of ceremonial functions; inauguration, commencement, etc.	542000
Board of Governors meetings	542000

Official Functions - Prohibited Expenses

Alcohol

VISITORS/CANDIDATES/RECRUITS

Visitors/Candidates/Recruits - Allowable Expenses	Account Code
Hospitality expense related to accreditation visitation from an accrediting agency.	542000
Hospitality expense related to State employees meeting with candidates, and recruits. Spouses of candidates and recruits who accompany the party are included if the visiting candidate is present.	542000

Visitors/Candidates/Recruits - Prohibited Expenses

Alcohol
Gifts of a personal nature that does not promote Fairmont State University or Pierpont Community & Technical College
Hospitality expense of hiring committees that are interviewing a candidate or recruit without the presence of the candidate or recruit.

GENERAL NOTES:

P-Card is the preferred method of payment for all hospitality expenses. If the transaction amount exceeds your departmental p-card limit, please send a requisition to Procurement for payment.

All hospitality expense receipts (account codes 551100 and 542000) need to be accompanied by a hospitality justification form specific to that event.

The Hospitality documentation form is available in the Institutional Forms Repository.

Section Eight – Account (Object) Codes

Account codes are included in P-Card Manual.

Section Nine – Forms

All purchasing forms are available in the Institutional Forms Repository.

To ensure the use of the correct form, departments are requested to use the Forms Repository to obtain the current procurement form. DO NOT print out multiple copies of forms to keep in your file. The forms change frequently and this may result in the use of the wrong form.