

GLENVILLE STATE UNIVERSITY

PURCHASING MANUAL

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Section 1 – Introduction

1.1. Scope

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.

The purchase of these goods or services will be processed through the University Purchasing Office with the following exceptions:

- **Vehicle Fleet.** All purchases for vehicles that are part of the University vehicle fleet must be processed through the Physical Plant Office in accordance with the University Fleet Policies and Procedures.
- **Grants.** All purchases that will be paid for, in full or in part, with grant funds must be processed through the Grants Office in accordance with the University Grant Policies and Procedures.
- **Travel.** All travel related expenses must be processed through the University Business & Finance Office Travel Coordinator in accordance with the Travel Policies and Procedures.

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.

1.2. Purpose

The purpose of this manual is to ensure that the purchasing 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.

1.3. Authority

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.

1.4. Effective Date

The effective date of this manual is July 1, 2024.

1.5. Revisions or Replacements

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

1.6. Other Policies, Procedures, Manuals or Information

Please defer to the following University policies and procedures: Board of Governors, Office of Technology, Accounts Payable, Purchasing Card, and Fixed Assets & Inventory.

1.7. Contact Information

Please feel free to contact the Business and Finance Office for assistance. The contact information for the most commonly asked questions or need for assistance is listed below.

Business Office Contact Information		
Controller	1-304-462-6182	Funding Information.
Senior Accountant	1-304-462-6183	Capital Projects.
Accounting & Reporting Manager	1-304-462-6187	Budget, Reporting, GSU Housing Corp., and GSU Research Corp.
Director of Purchasing	1-304-462-6184	Requisitions, Purchase Orders, Change Orders, Contracts, Agreements.
Accounts Payable Office	1-304-462-6180	Invoices, Payments, and Employee Reimbursement Forms.
Purchasing Card Coordinator	1-304-462-6186	Pcard related assistance.
Travel Coordinator	1-304-462-6186	Travel related assistance. Travel Authorization Forms. Travel Expense Account Settlement Forms.

Section 2 – Planning

2.1. Planning Process

Planning the purchase of any goods or services is extremely important. Some purchases are quick, simple, or routine in nature and others are more unique and complex in nature and take more time. Regardless, careful consideration should be made to obtain the goods or services for the best price that best suits the needs of the University.

2.2. Financial Resources

The Area Vice President is responsible for ensuring that any expenditure for any Unit under his or her authority does not exceed the funds allocated or the budget allotted for the Unit and for the Area. Please contact the Chief Financial Officer (CFO) or the Controller for assistance or guidance with any financial resource matters.

2.3. Timing

First Step: Determine the date that the goods or services must be delivered by.

Second Step: Determine the date that the goods or service must be ordered by to ensure that the goods or services are received in a timely manner.

Third Step: Submit a Purchase Requisition, if required, before you order, pay, or otherwise obligate the University to pay for any goods or services. A Purchase Requisition for goods should be submitted at least fifteen business days (15) prior to the order date. A Purchase Requisition for services, should be submitted at least sixty (60) business days prior to the begin date of service.

2.4. Selecting a Good or Service

When selecting a good or service, think about Who, What, Why, Where, When, and How the purchase will be made and make sure that the documentation supports your choice. You should shop wisely and compare the various goods or services that Vendors may offer. Three Quotes are encouraged but not required. However, the CFO/CPO may require Quotes or seek alternatives on a case-by-case basis.

Some Questions to Consider	Some Factors to Consider
What do you want to purchase?	Quality, Value, Quantity, Cost, Availability, Compatibility.
Why do you want to purchase it?	Necessity, Functionality, Enhancement, or Improvement.
Who do you want to purchase it from?	Eligibility, Qualifications, Ability, and Reliability.
When do you need it?	Process, Availability, Lead Time, and Delivery Method.
Where will it be delivered?	To University via Ground, Point-of-Sale, On-Line Service.
How will you purchase it?	Policies, Procedures, Order Method, Documentation.
How will you pay for it?	Policies & Procedures, Budget, Funding, Payment Method.

2.5. Supporting Documentation for Goods

The most common types of supporting documentation for goods are a Cart Printout or a Quote (preferred). The signature and the date of the signature of the Vendor should be on the Quote. Other documentation that may be required if a Purchase Order is issued to the Vendor to place the order will be decided on a case-by-case basis.

2.6. Supporting Documentation for Services

There are many and sometimes unique types of language used to describe services or to disclose the cost of the service. Supporting documentation should be examined carefully to understand the services that are being offered, the actual cost of the services included in the price, and any peripheral services or costs that are excluded from the price. Some examples of the language for the cost of a service is fee, labor rate, hourly rate, lump sum amount, a scale, a tier, or number of users. The most common types of supporting documentation for services are a Quote, a GSU-WV 48 Agency Delegated Agreement, or the Vendor's Agreement accompanied by a WV 96 Agreement Addendum. Other documentation that may be required are a Purchasing Affidavit, and a Certificate of Liability Insurance.

2.7. Supporting Documentation Requirements

The supporting documentation should contain the following information at a minimum:

- ✚ The company or Vendor name.
- ✚ The company or Vendor order and payment address.
- ✚ Contact Information (name of representative, phone number, and email address).
- ✚ A detailed description of the goods or services.
- ✚ For goods, the unit of measure, quantity, price, extended price, delivery date, shipping/delivery charges, payment processing fees, or other fees and charges.
- ✚ For services, the cost of the service, payment processing fees, the nature of the service, the timeframe for delivery of the service, and the term or duration of the agreement or contract for the service.
- ✚ A signature block for both parties that contains the following: The company or Vendor name, signature, signature date, the printed name of signatory, and the title of the signatory. See example below. Other formats may be used.

Glennville State University	<Insert Company or Vendor Name>
Signature:	Signature:
Date of Signature:	Date of Signature:
Printed Name:	Printed Name:
Title:	Title:

Section 3 - Processes & Limits

3.1. Stringing

Stringing is defined as the act of separating documents or transactions such as, but not limited to, Purchase Requisitions, Purchase Orders, Orders, Invoices, or Payments to circumvent policies and procedures or credit card spending limits. Stringing Purchase Requisitions, Purchase Orders, and Orders is strictly prohibited. See the Purchasing Card policies and procedures for Invoice or Payments.

3.2. Purchase Requisition Form (Requisition)

A Purchase 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 Purchase Requisition, obtaining the required Unit signatures, and submitting the Purchase Requisition to the Purchasing Office. The Purchasing Office is responsible for obtaining the required Executive signatures, providing a copy of the approved Purchase Requisition to the Unit, or notifying the Unit that the Purchase Requisition is not approved. If a Purchase Requisition is not approved, the Business & Finance Office will work with the Unit until the issues are resolved or the Purchase Requisition is canceled.

3.3. Required Approval Signatures for Purchase Requisition Form

PURCHASE REQUISITION SIGNATURE REQUIREMENTS	
Unit Signatures (to be obtained by the Unit)	
Unit Head or Coach	Required on all Purchase Requisitions.
	Signifies that the expenditure is necessary and in the best interest of the Unit.
	Signifies that the expenditure is charged to the appropriate funding source for the Unit.
	Signifies that the expenditure does not exceed the funds within the funding source for the Unit.
Area Vice President	Required on all Purchase Requisitions for more than \$1,000.00.
	Signifies that the expenditure meets the objectives of the Unit & the Area.
	Signifies that the expenditure is charged to the appropriate funding source for the Unit.
Office of Technology	Required on all Purchase Requisitions for technology related equipment and services.
	Signifies the goods or services are appropriate & are compatible with the University's technology.
Executive Signatures (to be obtained by Purchasing)	
<i>The standard method of obtaining the executive signatures is via the signNow system.</i>	
Accountant	Required on all Purchase Requisitions for deferred maintenance and capital assets.
	Signifies deferred maintenance and capital asset approval/compliance.
Controller	Required on all Purchase Requisitions.
	Signifies that the funding source is appropriate for the Unit & Area.
	Signifies that funding is available within the designated funding source.
Chief Financial Officer Procurement Officer Private Information Officer	Required on all Purchase Requisitions.
	Signifies that the expenditure is necessary and in the best interest of the University.
	Signifies final approval of the expenditure if less than \$5,000.00.
President	Required on all Purchase Requisitions that are for \$5,000.00 or more.
	Signifies final approval of the expenditure if \$5,000.00 or more.

3.4. Purchase Order

A Purchase Order is an external document that is utilized in conjunction with other required documents to place an Order.

The Purchasing Office will prepare the Purchase Order, compile any other required documents, obtain the required signatures, and issue the Purchase Order along with any other required documents to the vendor to place the Order.

The Unit will receive a copy of the Purchase Order. Upon receipt, the Unit may communicate with the vendor in regard to the Purchase Order if necessary.

3.5. Change Order

A Change Order is an external document that is utilized in conjunction with other required documents to make a change to an existing Purchase Order.

The Purchasing Office will prepare the Change Order, compile any other required documents, obtain the required signatures, and issue the Change Order along with any other required documents to the vendor to make a change to the existing Purchase Order.

The Unit will receive a copy of the Change Order. Upon receipt, the Unit may communicate with the vendor in regard to the Change Order if necessary.

3.6. Signature Authority

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.

3.7. Electronic Signature

Electronic signatures via signNow are acceptable on Purchasing documents.

3.8. Pre-Payment

Pre-payment is not permitted under most circumstances. Please contact the Purchasing Office if prepayment is required for further instructions.

3.9. Purchase Requisition & Purchase Order Requirements for Goods

The route that an order normally takes depends upon various factors. As with any policy, procedure, or rule, exceptions may be necessary to facilitate an order. There are times when the method of order 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 method.

3.12. Normal Order Route for Services for General Campus

A Purchase Requisition and a Purchase Order is required for all services.

Normal Order Route for Services for General Campus						
Order Limit	Payment Method	Purchase Requisition	Purchase Order	Who Orders	Who Pays	Contact for Assistance
Any Dollar Amount	Pcard	Required	Required	Purchasing	Accounts Payable	Accounts Payable
Any Dollar Amount	Non-Pcard	Required	Required	Purchasing	Accounts Payable	Accounts Payable
Association Dues Any Dollar Amount	Any Method	Required	Not Required	Accounts Payable	Accounts Payable	Accounts Payable

3.13. Exceptions to the Normal Order Route for Services for General Campus

The exceptions to the normal order route for services for the General Campus are listed below. These exceptions may or may not require a Purchase Requisition or a Purchase Order.

Exceptions to the Normal Order Route for Services for General Campus That Cost Less Than \$1,000.00						
Vendor	Type of Service	Purchase Requisition	Purchase Order	Who Orders	Who Pays	Contact for Assistance
ACT	Testing	Not Required	Not Required	Unit Cardholder	Unit Cardholder	Pcard Coordinator
FedEx, UPS, USPS	Postal or Shipping	Not Required	Not Required	Unit Cardholder	Unit Cardholder	Pcard Coordinator
US Department of Homeland Security	Immigration Fees	Required	Not Required	Unit/Vendor	Accounts Payable	Accounts Payable
Various Vendors	Print Shop Equipment Maintenance/Repair	Required	Not Required	Unit Cardholder	Accounts Payable	Accounts Payable
Various Vendors Aramark	Hospitality/Food	Required	Not Required	Unit Cardholder	Unit Cardholder	Pcard Coordinator
Various Vendors	Printing Services	Not Required	Not Required	Unit Cardholder	Unit Cardholder	Pcard Coordinator
Various Vendors	Webinars	Not Required	Not Required	Unit Cardholder	Unit Cardholder	Pcard Coordinator

3.14. Exceptions to the Normal Order Route for Services for Business & Finance Office

The exceptions to the normal order route for services for the Business & Finance Office are listed below. A Purchase Requisition and/or a Purchase Order is not required for these services. An Invoice with the signed, dated approval stamp is required to process payment.

Order Exceptions for Services for the Business & Finance Office	
Vendor	Type of Service
Various Vendors	Federal, State, County & Municipal Fees & Assessments Must have CFO/CPO approval.
Various Vendors	Financial Aid business activities. (Student Awards, Scholarships, Stipends, Loans, Refunds & Grants)
ASCAP, BMI, & SESAC	Music License Fee.
First Energy	Existing, connected electric services.
Glenville Utility	Existing, connected water & sewer services.
Hope Gas	Existing, connected natural gas services.
Mon Power	Existing, connected electric services.
County Agencies	
Gilmer County Health Department	Permit for Swimming Pool.
Federal Agencies	
US Department of Homeland Security	Immigration Services Fees
West Virginia State Agencies	
Workforce WV	Unemployment Compensation.
WV Attorney General's Office	Legal Services.
WV Department of Administration Board of Risk & Management	Existing, in-force insurance policies.
WV Department of Administration Central Mail Division	Central Mail Dedicated Postage.
WV Department of Administration Fleet Management	See GSU Fleet Policies & Procedures.
WV Department of Administration Single Audit	Audit Services.
WV Department of Homeland Security Division of Corrections & Rehabilitation	Inmate Labor & Postage.
WV Department of Human Resources	Testing for Swimming Pool Permit.
WV Division of Corrections & Rehabilitation	Reimbursement of Payroll & Postage Expenses for Huttonsville.
WV Division of Labor	Elevator Certification.
WV Division of Labor	HVAC & Plumbing Certification.
WV Division of Motor Vehicles	State ID (Public Safety).
WV Office of State Fire Marshal	Inspections & Certifications.
WV Office of Technology	Print Shop & Mailroom Services.
WV PEIA	Payroll Benefits.
WV State Auditor's Office	For Banking & Credit Card Fees.
WV State Treasurer's Office	For Annual User, Banking & Credit Card Fees.

3.15. Purchasing Route Summary

Purchasing Route Summary	
Unit	
	Prepares the Purchase Requisition.
	Obtains the required Unit head and Office of Technology signatures.
	Scans the Purchase Requisition (must be in PDF format).
	Submits a copy of the Purchase Requisition to the Purchasing Office via the "Requisition" email account.
Purchasing Office	
	Prints the Purchase Requisition from the "Requisition" email account.
	Logs the Purchase Requisition information into an excel spreadsheet.
	Assigns an "R" number for goods and Aramark services for hospitality. A Purchase Order is not required for these types of transactions.
	Assigns an "RS" number for services except Aramark services for hospitality. A Purchase Order is required for these types of transactions.
	Scans the Purchase Requisition.
	Uploads the Purchase Requisition into signNow for signature.
signNow Recipients (Required to sign the Purchase Requisition)	
	The Unit Head and/or the Area Vice President is designated as a recipient to sign the Purchase Requisition.
	The Accountant, the Controller, and the CFO-CPO are always designated as a recipient to sign the Purchase Requisition.
	The Purchase Requisition will flow from the first recipient to the next recipient in order until all recipients have signed the Purchase Requisition or the Purchase Requisition is canceled.
Non-Recipients (Not Required to sign the Purchase Requisition but will receive a copy of the Purchase Requisition)	
	The Requestor will always be cc'd on the transaction.
	As a courtesy, others, such as but not limited to, the Unit Pcard Cardholder, the Unit Head, the Area Vice President, the Office of Technology, Accounts Payable, the Pcard Coordinator, Aramark, or others as applicable will be cc'd on the Purchase Requisition.
Notifications	
	signNow will send email notifications to all recipients and non-recipients from the time that the Purchase Requisition is entered into the system until all recipients have signed the Purchase Requisition or the Purchase Requisition is canceled.
	Recipients will be able to view, download or print the Purchase Requisition when it becomes available for them to sign.
	Non-Recipients will be able to view, download or print the Purchase Requisition when all recipients have signed the Purchase Requisition.
Exception Route if the President's signature is required. All purchases for \$5,000.00 or more.	
	If the President's signature is required, the President's Office will print the Purchase Requisition, obtain the President's signature, and email a copy of the signed Purchase Requisition to the "Requisition" email account. The Purchasing Office will forward a copy of the Purchase Requisition to the Requestor, the Unit Pcard Cardholder, the Unit Head, the Area Vice President, the Office of Technology, Accounts Payable, the Pcard Coordinator, Aramark, or others as required or applicable. the order may then be placed in accordance with the Purchasing Policies and Procedures.
	If the President's signature is not required, the order may be placed in accordance with the Purchasing Policies and Procedures.
If a Purchase Order is Not Required	
	The Unit may place the Order in accordance with the Purchasing Policies and Procedures.
If a Purchase Order is Required	
	The Purchasing Office will submit the Purchase Order and the supporting documentation via signNow for signature. After all recipients sign the documents via signNow, the Order is placed. All recipients and non-recipients may view, download or print the Purchase Order and supporting documentation. The Unit may reach out to the Vendor to make any other necessary arrangements in accordance with the Purchase Order and supporting documents.

Section 4 - Internal Resources

4.1. Food Service

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 Purchase Requisition. Other food service may be acquired if the University food service contractor does not want to provide the services.

4.2. Bookstore

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

4.3. Print Shop

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.

4.4. Post Office

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. For planning purposes, please notify the University Post Office as soon as possible if you have a large number of items to mail or have other special mailing needs.

Section 5 - Special Procedures

A Purchase Requisition with all of the required approval signatures is required prior to ordering, paying, or obligating the University to pay for any goods or services listed in this section.

5.1. Emergency Purchases

Emergency situations are serious, unexpected or dangerous situations requiring immediate action. Lack of planning does not constitute as an emergency situation. The College's standard policies and procedures must be followed whenever possible. If it is not possible to follow these policies and procedures, detailed documentation must be submitted to the College's CFO within five (5) business days after the emergency event.

5.2. Employee Reimbursements

An employee is not guaranteed reimbursement for any personal expense incurred for any good or service purchased by the employee on behalf of the University without written proof that the employee obtained approval by the proper authority of the University to make the purchase.

5.3. GSU-WV 48 Agency Delegated Agreement

The "GSU-WV 48 V1" form is a modified version of the "WV-48 State of West Virginia Purchasing Division Agency Delegated Agreement" form to customize it for the University's use. The GSU-WV48 Agreement form may be utilized for services that are simple in nature.

5.4. Independent Contractor vs Employee Services

This generally applies to individuals especially individuals who are also employees of the University who are performing services for the University.

The CFO will determine if a contract or agreement for an individual to provide a service establishes an "Employee" relationship or an "Independent Contractor" relationship.

If the determination is an "Employee" relationship, the procurement and payment of the services must be processed through the University Human Resource Office instead of the University Purchasing Office.

If the determination is an "Independent Contractor" relationship, the individual is considered a Vendor and must be on file properly as a Vendor. Also, in addition to all other document requirements, an "Independent Contractor Form" must be completed and signed.

5.5. Liability Insurance Requirements

Any Vendor providing services on University owned grounds may be required to carry liability insurance. The CFO will decide on a case-by-case basis if liability insurance is required and the appropriate coverage limits. The Certificate of Liability must be presented on an Acord form. The University must be named as an additional insured.

5.6. Memberships and Association Dues

All memberships must be pre-approved and added to the State of West Virginia's financial and reporting system. A list of the memberships that are approved is available on the University's webpage.

5.7. Non-Competitive Sources

The most common non-competitive sources are Sole Providers, Cooperative Agreements, or Other Agency Contracts that contain language that permits the University to use the contract. A sole source Vendor is defined as a Vendor who is the sole provider of a good or service. A Cooperative Agreement is defined as an agreement between government and businesses. You should contact the Purchasing Office before you plan on utilizing a non-competitive source to verify if the University is permitted to use that source.

5.8. Purchasing Affidavit

A Purchasing Affidavit is required for all contracts for \$25,000.00 or more.

5.9. Sales Tax

The State of West Virginia is a member of the "Streamlined Sales and Use Tax Agreement" (SSUTA). The SSUTA "Certificate of Exemption" is sometimes referred to as the "Tax Exempt Form". If you are purchasing from a Vendor whose state is a member of the SSUTA, you should submit a SSUTA "Certificate of Exemption" to the Vendor before you place the order so tax will not be charged on the purchase. If you are purchasing from a state that is not a member of the SSUTA, please contact the University Controller for further assistance.

5.10. Swag

Goods or services that will be distributed free for promotional purposes is considered swag and must be identified and accounted for as such.

5.11. Terms and Conditions

The University's Terms and Conditions apply to all purchases unless otherwise approved in writing by the CFO prior to the purchase.

5.12. WV-96 State of West Virginia Addendum to Vendor's Standard Contractual Forms

A "WV-96 State of West Virginia Addendum to Vendor's Standard Contractual Forms" form is required when utilizing a vendor's contract document(s) if one or more of the documents contains language that is contrary to the laws of the State of West Virginia.

Section 6 - Events (Awards, Gifts, Giveaways, Prizes, Hospitality)

6.1. West Virginia Ethics Commission Guidelines

In all cases, the West Virginia Ethics Commission Guidelines prevail.

See Exhibit "A" WV Ethics Commission Door Prizes, Gifts, and Giveaways at Conferences

See Exhibit "B" WV Virginia Ethics Commission Gift Guidelines

See Exhibit "C" WV Virginia Ethics Commission Public Employee Recognition and Retirement Guidelines

6.2. University Administrative Policies

Defer to the GSU Administrative Policy #3 Drugs and Alcohol Policy.

Defer to the GSU Administrative Policy #4 Ethics and Conflicts of Interest

6.3. Definitions

Award: A good given to recognize or honor an achievement.

Door Prize: A good given away just for attending an event.

Gift: A good willingly given away as a present.

Giveaway: A good that will be given away at no cost for promotional purposes.

Hospitality: Hospitality is defined as the reception and entertainment of guests or visitors.

Prizes A good given away as a reward to a winner.

6.4. General Information

Cost or Fair Market Value (FMV) of Awards, Door Prizes, Gifts, Giveaways, and Prizes

The cost or FMV of any Award, Door Prize, Gift, Giveaway, or Prize paid for by state funds must be less than \$25.00 singularly or in aggregate.

Door Prizes

Unless otherwise permitted by the West Virginia Ethics Commission, door prizes may not be paid for by state funds.

See Exhibit "A" WV Ethics Commission Door Prizes, Gifts, and Giveaways at Conferences".

Gambling

Gambling is strictly prohibited. Pay-to-play games such as Bingo or Raffles are considered gambling and are strictly prohibited.

Games for a Student Activity Event

Games for a Student Activity Event, including Bingo, may be played if an entry fee is not charged or may otherwise be considered a pay-to-play game.

General Public Members (Member of the Public)

If an event is open to the public and an entry fee is charged for the event, light refreshments may be paid for by state funds.

Awards, Door Prizes, Gifts, Giveaways, or Prizes may not be paid for by state funds for a member of the public for any reason.

Gifts

Unless otherwise permitted by the West Virginia Ethics Commission, gifts may not be paid for by state funds except for a gift for a guest speaker who is not paid for his or her services.

See Exhibit "B" WV Ethics Commission Gift Guidelines

Gift Cards

The University normally does not permit the purchase of a gift card. The decision to purchase a gift card will be determined on a case-by-case basis by the CFO.

Gift Certificates

The University normally does not permit the purchase of a gift certificate. The decision to purchase a gift certificate will be determined on a case-by-case basis by the CFO. If the purchase of a gift certificate is approved, it is generally a gift certificate from the University Bookstore.

Giveaways (Swag)

The decision to purchase a giveaway item will be made on a case-by-case basis.

Hospitality

A Requisition is required for all hospitality. A copy of the agreement, contract, estimate, or quote must be attached to the Requisition. In addition, attendees should be identified by listing them on the Requisition or attach a list of the attendees whenever possible. It is understood that the list may not be complete or accurate. However, your best attempt must be made to identify who will receive hospitality at a specific event.

Hospitality is defined as the reception and entertainment of guests or visitors. Hospitality is not intended for employees. Hospitality includes food, non-alcoholic beverages, lodging, and entertainment. Hospitality related items includes items such as dinnerware, napkins, linens, and decorations and will be referred to as hospitality.

- Hospitality may not be paid for by a general revenue source.
- Hospitality may be paid for by state funds for the reception of guests of the University who are attending a specific function or event such as a conference, workshop, seminar, or board of governors meeting. Hospitality for these types of events may be provided to an employee who is a participant of the event or providing services for the event.
- Hospitality may not be paid for by any type of state funds for personal expense such as retreats, working lunches, birthday parties, holiday parties, faculty meetings, or staff meetings.
- Hospitality may be provided for job interviewees. Hospitality may also be provided for job committee members except for lodging and entertainment.
- Hospitality may be provided for a Guest Speaker and for an employee who must accompany the Guest Speaker.

Sign-In Sheet

A Sign-In-Sheet is required for all events. Each attendee must complete and sign the Sign-In-Sheet. There are two (2) types of Sign-in-Sheets: One does not include prizes and one includes prizes.

6.5. Events

Conferences

A conference is defined as a formal meeting of individuals from various geographical locations or other higher education institutions to discuss topics, share ideas, or to provide training.

- An employee of the University may attend a conference.
- A conference does not have to be advertised but may be advertised to promote the event.
- Hospitality for a conference is permitted and may be paid for by state funds including an employee who is a participant of the event or providing services for the event.
- **See Exhibit "A" WV Ethics Commission Door Prizes, Gifts, and Giveaways at Conferences**
- An Award, or a Prize may not be paid for by state funds.

Fundraisers

Fundraising Events on behalf of the University will be considered on a case-by-case basis.

All Fundraising Events must be pre-approved by the University CFO and/or the Glenville State Foundation before a Fundraising Event may be held by any employee, student group, or other entity on behalf of the University.

Optimally, all Fundraising Events will be orchestrated and conducted through the Glenville State College Foundation. The policies and procedures of the Glenville State College Foundation will apply if all business activities will be transacted by and through the Glenville State College Foundation.

However, it is understood that there are times when the University must facilitate a Fundraising Event in full or in part. If the University must facilitate a Fundraising Event, the policies and procedures of the University will apply to the Fundraising Event. The employee presiding over the Fundraising Event must submit a final, full accounting of the business activities for the Fundraising Event to the CFO within fourteen (14) calendar days after the close of the event.

Job Interviewees and Job Committee Members

- Hospitality may be paid for by state funds for a job interviewee.
- Hospitality may be paid for by state funds for a job committee member.

Public Employee Recognition and Retirement

Public Employee Recognition and Retirement are permitted.

See Exhibit "C" WV Virginia Ethics Commission Public Employee Recognition and Retirement Guidelines

Student Activity Event

A Student Activity Event is defined as an event that directly benefits and promotes a social atmosphere for the students of the University. The event must be open to or limited to the Students of the University who paid the fee to fund the event.

A Prize is defined as a thing that is given to a student as a reward for winning a contest or drawing.

- An employee of the University who is also a student of the University is considered a student and may participate in a Student Activity Event.
- A Student Activity Event must be advertised in a manner that gives all students who are eligible to participate an equal opportunity to attend the event.
- Hospitality for a Student Activity Event is permitted and may be paid for by state funds.
- A Prize for a Student Activity Event is permitted and may be paid for by state funds.
- An Award, a Door Prize, a Gift, or a Giveaway item may not be paid for by state funds.

Student Award Event

A Student Award Event is defined as a formal occasion to honor or recognize the achievement(s) of a student for a particular accomplishment.

An Award is defined as a thing given to recognize or honor an achievement.

- An employee of the University who is also a student at the University is considered a student and may participate in a Student Award Event.
- A Student Award Event does not have to be advertised but may be advertised to promote the event.
- Hospitality for a Student Activity Event is permitted and may be paid for by state funds.
- An Award to present to a student is permitted and may be paid for by state funds.
- A Door Prize, a Gift, a Giveaway, or a Prize may not be paid for by state funds for a Student Award Event.

Student Recruitment Event

A Student Recruitment Event is defined as an event when the University engages to recruit new students for the University.

Student Recruitment Events may be for an individual(s) or for a group and may include family members or other guardians such as parents, grandparents, teachers, or chaperones.

- An employee of the University who is also a student at the University may not participate in a Student Recruitment Event as a recruit.
- A Student Recruitment Event does not have to be advertised but may be advertised to promote the event.
- Hospitality for a Student Recruitment Event is permitted and may be paid for by state funds.
- A Giveaway item(s) to present to a Recruit and other members who accompany the Recruit such as parents, grandparents, teachers, or chaperones, is permitted and may be paid for by state funds.
- An Award, a Door Prize, a Gift, or a Prize may not be paid for by state funds for a Recruitment Event.

6.6. Events At-A-Glance

EVENTS AT-A-GLANCE						
The cost or fair market value, singularly or in aggregate, must be \$25.00 or less						
for any award, door prize, gift, giveaway, or prize.						
Type of Event	Awards	Door Prizes	Gifts	Giveaways	Hospitality	Prizes
Student Activity Event	Not Permitted	Not Permitted	Not Permitted	Not Permitted	Permitted	Permitted
Student Award Event	Permitted	Not Permitted	Not Permitted	Not Permitted	Permitted	Not Permitted
Student Recruitment Event	Not Permitted	Not Permitted	Not Permitted	Permitted	Permitted	Not Permitted
Bingo Games	Not Permitted	Not Permitted	Not Permitted	Not Permitted	Permitted	Permitted
Fundraisers	Not Permitted	Not Permitted	Not Permitted	Not Permitted	Not Permitted	Not Permitted
Guest Speaker	Not Permitted	Not Permitted	Permitted	Not Permitted	Permitted	Not Permitted
Job Interviews	Not Permitted	Not Permitted	Not Permitted	Not Permitted	Permitted	Not Permitted

Section 7 - Vendor Requirements

Vendors must meet certain requirements to be eligible to do business with the State of West Virginia. The University Business & Finance Office reviews a Vendor's information to determine if the Vendor is eligible to do business with the State of West Virginia, notifies the Vendor of any issues, and works with the Vendor to resolve the issues. This process may take time and cause a purchase to be delayed if the issue is not resolved quickly or cause a purchase to be canceled if the issue is not resolved.

7.1. West Virginia Secretary of State (WVSOS)

The business structures listed below are formed through and must comply with the WVSOS. The company must be able to provide proof of compliance with the WVSOS. Examples of proof are a "Certificate of Existence", a "Certificate of Authority", or an "Exemption Certificate".

- Corporation
- Cooperative Association
- Limited Liability Company (LLC/PLLC)
- Limited Partnership (LP)
- Limited Liability Partnership (LLP)
- Voluntary Association
- Business Trust
- Unincorporated Nonprofit Association

7.2. West Virginia Tax Division (WVTD)

The business structures listed below are formed through and must comply with the WVTD. The company must be able to provide a "Letter of Good Standing" as proof of compliance.

- Individual/Sole Proprietorship
- General Partnership
- Joint Venture
- Association

7.3. WorkForce WV (WFWV) Unemployment Compensation

A business that employs one or more persons in the State of West Virginia is liable for Unemployment Compensation Tax. The company must be able provide a "Letter of Good Standing" as proof of compliance with WFWV.

7.4. West Virginia Office of the Insurance Commissioner (WVOIC) Workers Compensation

A business that employs one or more persons in the State of West Virginia is legally required to maintain workers' compensation insurance coverage on their employees. The company must be able to provide a "Letter of Good Standing" as proof of compliance with WFWV or include the information on the "Certificate of Liability Insurance" form.

7.5. West Virginia Division of Labor (WVDOL)

Vendors who perform constructions services must comply with the WVDOL. The Vendor must be able to provide a copy of their Contractor's License as proof of compliance or other written proof from the WVDOL if they are an exempt entity.

7.6. West Virginia Purchasing Division (WVPD) (Vendor Registration)

Vendors must be properly registered with the WVPD and pay the registration fee if required and as applicable. Registration is required for purchases that are \$25,000.00 or more singularly or in aggregate.

7.7. West Virginia Purchasing Division (WVPD) (Purchasing Affidavit)

A contract cannot be awarded to an entity that is known to be in default for a monetary obligation to the state of West Virginia or is known to owe a debt for one thousand (\$1,000.00) or more to the state of West Virginia. Read the “Purchasing Affidavit” form for more detail.

7.8. West Virginia Department of Administration – Finance Division (WVDOA-Finance)

All Vendors are required to be on file with the WVDOA-Finance Vendor Customer File (VCF). A “W-9 Request for Taxpayer Identification Number and Certification” form is required to add or change a Vendor in the VCF. The form should be emailed to accounts.payable@glennville.edu.

For guidance, contact the Glennville State University Accounts Payable Office by phone at 1-304-462-6180 or by email at accounts.payable@glennville.edu.

7.9. Vendor Requirements Summary

VENDOR REQUIREMENTS SUMMARY		
Agency	Proof of Compliance	Applies To
WV Secretary of State	Certificate of Authority Certificate of Existence Exemption Certificate	All Businesses.
WV Tax Division	Letter of Good Standing	Businesses with one (1) or more employees in WV.
Work Force WV (Unemployment)	Letter of Good Standing	Businesses with one (1) or more employees in WV.
WV Office of the Ins Commissioner (Worker’s Compensation)	Letter of Good Standing	All Businesses with one (1) or more employees in WV.
WV Division of Labor	Contractor’s License	If performing construction services.
WV Purchasing Division	Registered as a Vendor	All Businesses.
	Paid Vendor registration fee	All Non-Exempt Businesses.
WV DOA Finance Division	W9 Form	All Individuals or Businesses.

Section 8 – Forms

8.1. Business & Finance Office Forms

The forms required by the Business & Finance Office are available on the GSU website under Faculty & Staff>Business & Finance>Business & Finance Office Forms. See link below.

<https://www.glenville.edu/business-finance>

FORMS LIST
Certificate of Liability Insurance (Example)
GSU-WV48 Agreement
Independent Contractor Form
Non-Compliant Purchasing Request
Purchase Requisition
Purchasing Affidavit
Quote Example
Sign-In Sheet
Sales Tax Certificate of Exemption
Terms and Conditions
W-9 Request for Taxpayer Identification Number and Certification
WV-96 State of West Virginia Addendum to Vendor's Standard Contractual Forms

Section 9 – Violations and Penalties

The purchase of any good or service that does not comply with the guidelines set forth in this guide is a purchasing violation.

A Non-Compliant Purchasing Request Form must be complete when these guidelines are not followed.

The penalty for a violation will be decided upon by the CFO and will depend upon the nature and frequency of the violation. Some of the factors that may be considered are:

- Who was involved in making the purchase?
- What type of good or service was purchased?
- What quantity of goods were purchased?
- What time period is the service purchased for?
- Who was the good or service purchased from?
- What is the dollar amount of the purchase?
- What risk is involved in the purchase?
- How often does the employee(s) commit violations?
- Was the act fraud, misuse, or abuse?
- What was the financial impact?

The following penalties may be exacted in response to a violation:

- Personal Expense. The University may refuse to pay or reimburse for the expense or seek reimbursement for the expense. In essence, the expense for the good or service will be the personal expense of the person who purchased the good or service.
- Purchasing Privileges Suspended or Revoked. The University may suspend or revoke purchasing privileges.
- Employment Suspension or Termination. The University may suspend or terminate employment of the employee.
- Prosecution. The University may press formal charges.
- Please defer to the Purchasing Card Manual for Purchasing Card Violations.

Approved By:  Date: 10/3/2024
Timothy Henline CFO-CPO-PIO