

**WEST VIRGINIA UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 42**

**PROCUREMENT AND PURCHASING  
West Virginia University**

**Section 1      General**

- 1.1. Scope: Policy regarding procurement and purchasing activities at West Virginia University
- 1.2. Authority: WV Code §18B-5-4
- 1.3. Effective Date: June 2, 2006

**Section 2      Policy**

- 2.1. The President of West Virginia University or his/her designee is authorized and directed to adopt, amend, modify, repeal, and/or substitute procedures regarding procurement and purchasing activities at West Virginia University, all in accordance with applicable federal and state law.
- 2.2. The procedures referenced in Section 2.1 above may include adaptation of some or all of the State of West Virginia's procurement and purchasing policies to the particular conditions and circumstances at West Virginia University.
- 2.3. The procedures referenced in Section 2.1 above shall seek to advance the following procurement and purchasing principles:
  - Uniformity in procurement and purchasing processes
  - Adherence to sound business practices
  - Reduction of costs of materials, equipment and services
  - Compliance with the West Virginia Governmental Ethics Act and high ethical standards
- 2.4. Without limiting any of the foregoing, and by way of example only, the President or his/her designee may adopt, amend, modify, repeal, and/or substitute procedures on such issues as the following:
  - Purchasing Procedures Manual
  - P-Card Procedures Manual
  - Emergency or Pressing Need Purchases
  - Receipt of Items Purchased