



## RESEARCH CORPORATION

Marshall University Research Corporation  
One John Marshall Drive Huntington, WV 25755

Title	<b>Purchasing and Receiving Guidelines</b>
Policy No.	<b>MURC-010</b>
Effective Date	<b>January 4, 2008</b>
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### SCOPE

This policy is in effect for Marshall University Research Corporation, its operating divisions, and its subrecipients.

### STATEMENT OF PURPOSE

Establish guidelines to ensure Marshall University Research Corporation is in compliance with federal regulations governing purchases associated with Federal Awards as set forth in OMB *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"), 2 CFR 200.317-326.

The processes and procedures below govern all Marshall University Research Corporation procurement activities. This policy is consistently applied regardless of funding source (i.e. federal, state, or private).

### AUTHORITY TO PURCHASE AND OBLIGATE FUNDS

The MURC Executive Director, MURC Chief Financial Officer (CFO), MU Office of Procurement Services, and the MURC Purchasing Agent (acting under the authority and delegation of the MU Office of Procurement Services) are authorized to obligate and sign purchases, agreements, or contracts on behalf of the Marshall University Research Corporation. Purchase Card transactions are excluded from this limitation. Faculty and staff may not obligate funds without approval by the Principal Investigator or designee, regardless of funding source.

### FUND SOURCES

All funds deposited with MURC, regardless of source, are MURC funds and must be managed in accordance with MURC policy. There are generally three kinds of funds at MURC: Grant and Contract funds, Revenue or Service funds, and Designated funds. Each fund may have different expiration dates or other spending restrictions. All funds must be established in Banner prior to Initiating any purchases.

### ENCUMBRANCE OF FUNDS

Sound fiscal management and tracking requires that all expenditures be made within the limits of available funds relating to approved project budgets. Funds must be encumbered in advance of any purchase, agreement or contract being awarded through the use of Banner Requisition and General Encumbrance documents.

## AFTER THE FACT PURCHASES

Purchases made without **prior** approval are unauthorized purchases. All unauthorized purchases become the personal responsibility of the individual making the purchase.

A Non-Compliant Purchasing letter is required to receive approval for unauthorized purchases. The letter must include an explanation and justification that will be subject to approval. The letter should also address efforts (corrective action plan) to prevent this type of purchase from happening in the future. The non-compliant purchasing memo can be found [here](#).

Unauthorized purchases (after-the-fact) less than 30 days old will be reviewed by MURC Compliance for approval. Those that are more than 30 days old will be reviewed by the MURC Director of Compliance.

## PURCHASES FROM WEST VIRGINIA VENDORS

It is the policy of the Office of Purchasing to purchase as many goods and services as possible from West Virginia vendors. Departments are actively encouraged to support this policy for the benefit of these vendors and the State's economy. Departments are especially encouraged to buy from state vendors who are minority, small, woman-owned, or disadvantaged businesses. For purchases funded in whole or in part by Federal awards, vendor selection shall be conducted in accordance with the full and open competition requirements of 2 CFR Part 200.

## PURCHASING METHODS

A major goal is to provide alternative purchasing methods which allow departments to purchase goods and services to meet project deadlines. The departments have the ability to properly process nearly all purchases of goods and services in advance of the need while operating within the constraints of MURC and grant requirements. These methods should preclude any need for "after-the-fact" documentation of purchases of goods and services. If one of the alternatives discussed below does not seem appropriate to your particular situation, please contact MURC Financial Compliance or the Office of Purchasing.

## MURC PURCHASING CARD

The MURC purchasing card is the preferred method for small purchases (less than 5,000 per order). MURC departments are expected to utilize the MURC purchasing card to the fullest extent possible. Although some purchases are restricted, the card is generally available for most purchases up to \$5,000 per transaction. This program is administered by MURC Financial Compliance. *Also see the MURC Purchase Card Manual [Here](#)*

## ESSENTIAL SERVICES (BANNER ENCUMBRANCES)

Essential services are **non-competitive** goods and services bought by departments and paid by MURC Accounts Payable **without** the issuance of a purchase order. The general encumbrance form in Banner is used as the authorization for payment. The Principal Investigator, or designee, has full responsibility for approval of Banner general encumbrances and problem resolution. *See Section 6 below for information on the Banner Document approval process.*

***Note: There is no dollar limit on essential services***

Only **non-competitive** purchases of goods/services **without terms and conditions** (like those found on Form MURC-2) included in the list below qualify as essential services.

- Accreditation Fees
- Advertising
- Association Dues
- Books and related items, including those for libraries and bookstores
- Cash Reimbursements
- Contracts for speakers with no terms and conditions
- Credit card fees, bank charges, and related charges
- Insurance premiums
- Intra institutional charges, between MURC operating units (or with MU operating units)
- Inter institutional charges
- License fees of all types, which do not contain terms and conditions
- Medical and doctor's fees, prescriptions, drugs, medical sundries, fees for human subjects, medical studies, x-rays, CAT scans, MRIs, emergency medical procedures, and test of all types
- Postage
- Refunds
- Registration and tuition fees
- Resale merchandise, sundries, food, and related items used by auxiliary services
- Subscriptions, periodicals, and publications
- Temporary space rentals which do not contain terms and conditions
- Utilities of all types, including connections and disconnections

### **ELECTRONIC REQUISITIONS**

Requisitions are the electronic form for initiating the issuance of a purchase order. All requisitions are reviewed and approved by MURC compliance, then converted to a Purchase Order by the Office of Purchasing. All requisitions received by MURC are processed similarly. When received, each is reviewed for accuracy and completeness. Erroneous or incomplete requisitions may be electronically disapproved and returned to the department for correction. The remainder is approved for purchase by the appropriate compliance officer. Normally, this process requires no more than 3 days without bids, and approximately 18 or more days if written bids are required.

### **ROUTINE ORDERS**

Orders for less than \$10,000 are usually released in 1-3 working days after electronic approval. Requisitions below \$5,000 that are eligible for the MURC Purchase Card will be disapproved back to the department, unless the document text indicates the vendor will not accept the MURC Purchase Card or that the purchase exceeds the cardholder's limit, or the Department does not have a P-Card.

Orders over \$25,000 require cost quotations. Those over \$50,000 must be bid in writing; normally the average processing time is about 20 days after electronic approval, depending on the complexity of the order. *See below for Bid Procedures.*

### **CONTRACT PURCHASES**

MURC utilizes University, State, WVNET, GSA, and E&I Cooperative Service contracts that offer a guaranteed price for specific items for a specific period. All purchases placed against this type of contract require the contract, page, and item numbers to be referenced in the Banner Requisition.

The advantage of contracts is convenience. Orders for any amount can be placed without going through the standard bidding procedure. Repetitive purchases are those items that best lend themselves to

contracts; such as oil, tires, lumber, medical supplies, lab supplies, paper, and office furniture. For more information on these contracts, contact the Assistant Director of Purchasing.

### SOLE SOURCE PURCHASES

When an item is available from only one source and costs more than \$25,000, an order may be placed without quotes or competitive bids if written justification is provided. To procure an order via sole source/direct award, the department must complete the [Direct Award Form](#). A requirement for a particular proprietary item does not justify sole source procurement if there is more than one potential seller for that item.

The following are examples of circumstances which could necessitate sole source procurement: Where the compatibility of equipment, accessories, supplies, or replacement parts is the paramount consideration:

- The good or service is available only from a single source;
- A public exigency or emergency will not permit a delay resulting from competitive solicitation;
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive procurement in response to a written request; or
- After solicitation of a number of sources, competition is determined inadequate.

Departments are required to complete the [Direct Award Form](#) for sole source procurement requests. Sole Source requests are reviewed and verified by the Office of Purchasing.

### AGREEMENTS

The MURC service agreement and sub-award agreement forms will allow departments to purchase services that are unique or special in nature.

However, if the services are competitive and exceed \$50,000, they may be bid. Exceptions will be considered upon the submission of a letter of justification. Building and equipment repairs are not eligible for service agreement processing; these items must be solicited as a competitive purchase. The service agreement form is located [here](#).

### SUSPENSION AND DEBARMENT

MURC shall not enter into contracts, subawards, or covered transactions with parties that are suspended, debarred, or otherwise excluded from participation in Federal assistance programs. Prior to award of a covered transaction, MURC shall verify the status of prospective contractors through the System for Award Management (SAM.gov), obtain a certification from the contractor, or otherwise comply with Federal suspension and debarment requirements. Documentation of verification shall be retained with the procurement file.

### CONFIRMING ORDERS

Occasionally, emergency orders, repairs, or some other critical situation occurs where requisition preparation and approval is not practical in advance of placing an order. Confirming order purchases must be approved by the Office of Purchasing prior to an order being placed with a vendor. Failure to plan ahead is seldom accepted as justification for an emergency or confirming order.

However, when justified, the Office of Purchasing staff can call a vendor and place the order over the telephone. This is known as a “confirming order.” Confirming orders may not be placed by departmental personnel.

To utilize this method, the requestor must type the phrase “Confirming Order – Do Not Duplicate” in item text of the Banner Requisition.

**Note:** *Only individuals designated by the Office of Purchasing may place verbal orders with any vendor.*

## **PURCHASING THRESHOLDS**

### **LESS THAN \$25,000**

Purchases totaling less than \$25,000 do not require competitive bidding. Competitive bids or quotations are not required but are encouraged. The department is encouraged to request or choose to check prices with other vendors. Banner requisitions should be created for orders 10,000 and above.

The MURC Purchasing Card or banner encumbrance is the preferred method of payment for purchases that are less than \$10,000. If a department does not have a purchase card, purchases within this threshold may be paid on an invoice/general encumbrance in banner and routed through MURC accounts payable.

Allowable purchases up to the individual cardholder limit must be charged to the MURC Purchasing Card. Exceptions are as follows:

- The purchase contains terms and conditions
- The vendor does not accept the Purchasing Card
- The purchase is ineligible for the Purchasing Card
- The department does not have a Purchasing Card

(See P-Card manual [here](#).) Purchases that are non-purchasing card or non-essential services will be initiated on an electronic requisition form in Banner.

### **GREATER THAN \$25,000 BUT LESS THAN \$50,000**

Non-contractual purchases for more than \$25,000, but less than \$50,000, require quotations unless it is a sole source procurement. Sole source purchases will be reviewed and approved by the Office of Purchasing.

Quotations are solicited from at least three vendors, unless otherwise noted. After the lowest responsible quote is determined, the award is made. The vendor receiving the award is notified by receipt of an approved purchase order.

**The department may obtain their own quotations at this level.** All quotations must be submitted in a format that provides sufficient information for subsequent verification, as deemed necessary by MURC Compliance and the Office of Purchasing. The MURC quotation form (MURC-3) is suggested along with any information obtained from the vendor. The form can be found at:

<http://www.marshall.edu/murc/forms/>.

A letter of justification from the department must be included when the lowest bid is not recommended for award. If there are terms and conditions associated with the chosen quote, a MURC addendum must

be signed by the vendor and included with the quote documentation. All order documentation (requisition number, quote(s), and MURC addendum should be submitted via email to MURC compliance.

### **GREATER THAN \$50,000**

The three types of Purchase requisitions for \$50,000 and over are competitive legal bids, authorized contracts, and sole source. Non-essential service purchases will be initiated on an electronic requisition form in Banner. Due to the complexity of purchases at this level, early consultation with the MU Office of Purchasing is recommended.

**Departments may not obtain their own bids at this level.** Bids are solicited by the MU Office of Purchasing. The vendor receiving the award is notified by receipt of an approved, signed purchase order.

- 1.) Competitive legal bids:** A legal notice is published in one local newspaper and bids are solicited from at least three vendors which will include the department's suggested vendors. All bids are posted in the Purchasing Department <http://www.marshall.edu/purchasing/bids.html>
- 2.) Authorized Contracts:** Contracts that are recognized by the MU Office of Purchasing are available to acquire goods and services without the need for competitive bidding. Please contact MU purchasing for a list of contracts.
- 3.) Sole Source Purchases (Direct Award):** When an item is available from only one source, an order may be placed without competitive bids. Departments are required to complete [Direct Award Form](#). See sole source section of policy for additional information.

If there are terms and conditions associated with the chosen quote, a MURC addendum must be signed by the vendor and included with the quote documentation. All order documentation (requisition number, quote(s), and MURC addendum should be submitted via email to MURC compliance.

### **BID PROCEDURES**

All bids over \$50,000 are issued by and posted in the Office of Purchasing. If the bid is over \$50,000 it is published as a legal notice in one local newspaper at least five (5) days, (preferably 14 days), before the bid opening. Bids are solicited from at least three vendors and always include the department's suggested vendors. The bids must state an opening date and time. All bid openings are open to the public and may be attended by any interested party. After the bids are read aloud and recorded, they are evaluated by a purchasing agent and when necessary, by the using department. After the lowest responsible bid is determined, the award is made. However, certain awards may require further approval. The vendor receiving the award is notified of the award by receipt of an approved, signed purchase order.

### **SUBMITTING A PURCHASE REQUISITION**

For better management of both the budget and purchasing processes, it is recommended that one person in the department be responsible for submitting purchase requisitions. The department has the responsibility to accurately include all necessary accounting and purchasing data on the electronic requisition form. Once all documentation is compiled by the department (requisition number, quote(s), and MURC addendum), it should be submitted via email to MURC compliance for review and approval in banner. After MURC compliance approves, the order is moved to the MU purchasing queue for conversion into a purchase order.

## MURC FORMS

There are several forms used to initiate the purchase of goods and services for the departments at MURC. All forms can be located [here](#).

**Electronic Requisition** – This electronic form is used to purchase certain supplies, equipment, services repairs, or contract items through Banner Finance.

**Electronic Encumbrance** – This electronic form is used to purchase certain non- competitive goods and services through Banner Finance. See section C of this document below for further information on Banner Encumbrances. Contact MU Accounts Payable (696-6520) for procedures for entering Banner encumbrances.

**MURC Service Agreement Form** – This form is used to purchase the technical and professional services of individuals or companies, other than repairs, when the vendor does not provide his or her own contract forms.

**MURC Agreement Addendum** – This form is signed by the vendor and must be attached to all maintenance agreements, contracts, or purchases which include vendor “terms and conditions.”

**Quotation Summary** – This form is used by departmental staff to summarize verbal quotations information.

**Meeting/Training Documentation Form** – This form is used by departmental staff to summarize critical information on meeting and training session costs.

**Employee Reimbursement Form** – This form is used by departmental staff to request reimbursement for non-travel expenses.

**Encumbrance Payment Form** – This form is used by departmental staff to request payments against Banner encumbrances where a vendor does not have a specific invoicing form.

## SUBMISSION OF ORDERS & SUPPORTING DOCUMENTS

All original paper forms and supporting documents must contain the document number on the face, preferably the upper right corner, of the document. All encumbrance (“E” documents) related documentation must be submitted directly to the MURC Compliance Office. All requisition (“R” documents) related documentation must be submitted directly to the MU Office of Purchasing. A copy of the requisition paperwork must also be submitted to MURC compliance for review and approval.

## WRITING A SPECIFICATION

The specifications contained on a purchase order represent a combination of legal documents and technical papers. Specifications determine the quality level and basis for evaluation of bids and should be reviewed each time they are used. If your order is for items with special qualities, make specific references to the special requirements.

The following guidelines should be used in writing the specifications for your order:

Identify the minimum functional requirements necessary to accomplish your tasks. Allow competitive bidding (don't be restrictive to certain brands unless a compatibility requirement has been established).

List criteria on which each bid will be judged for compliance with specifications.

Although the specifications must be written to allow competitive bidding, this does not mean that the University must accept all bids regardless of quality. Items which are below the minimum quality level may be rejected on that basis. However, the specification set the minimum acceptable quality. The low bid that meets this level must be accepted in most instances. It is, therefore, necessary that the specifications be clear and concise, as all awards and justifications will be based only upon those written on the request for quotation.

The most common type of specification used is a name brand or "equivalent" type. This type of specification uses a manufacturer's name and catalog number and provides for the submission of equivalent products. When writing this type of specification, it is incumbent upon the writer to list the characteristics of the item being ordered so that the proper evaluation of any alternatives can be made. Rejection of low bid because it does not have characteristics not specifically listed, even though the catalog number on the item specified might indicate those characteristics, is difficult.

There are several sources from which you can obtain specifications. They include catalogs, vendors, technical societies, associations of user manufacturers, and the Marshall University Office of Purchasing. If you are unaware of something, contact your MU Purchasing Representative before submitting the requisition. This can avoid processing delays. If an omission or error is discovered in specifications after the bid is opened, this can result in all bids being rejected and a revised bid being issued, which takes more time and effort.

### **INDEPENDENT CONTRACTOR OR EMPLOYEE**

The Internal Revenue Service (IRS) segregates workers into two categories – employees and independent contractors. Employees have an ongoing relationship with their employer and are paid through the University or MURC payroll system. Independent contractors provide particular services to the general public and are paid for by the job. Payment to them is made through the University procurement system (Banner 9). IRS regulations require that the independent contractor status be verified. Please ensure that this verification is accomplished prior to any service being performed.

[Employee/Independent Contractor Classification Checklist](#)

Determination of Independent Contractor Worksheet Independent Contractor Declaration

The Famous 20 Factors

International Independent Contractors

### **SELECTING A CONSULTANT OR PROFESSIONAL SERVICE**

All purchases of professional or consulting services require the completion of a MURC Service Agreement Form. If over \$25,000, does the requested professional or technical service lend itself to competitive bidding?

Yes – Submit requisition describing requested service;

- If over \$25,000 quotations are solicited from at least 3 vendors. Departments may be obtained by the department as outlined in this policy
- If over \$50,000, formal bidding by Office of Purchasing is required as outlined in this policy.

No – Submit Service Agreement Form to vendor for signature if vendor does not have their own contract form.

- Upon return of agreement, complete requisition
- Attach sole source justification letter

Special Note: All services provided by MU or MURC faculty and staff must be paid through Payroll regardless of the amount.

### **RECEIVING AND INVENTORY CONTROL**

The Physical Plant (Materials Management/Central Receiving) area manages the receiving and shipping functions. As such, that area has responsibility for the receipt of goods and the delivery of supplies and equipment.

## RECEIVING

Central Receiving operates departments in the Central Receiving Building and the Biotechnology Science Center, which includes an internal delivery service. The objective of this service is to deliver supplies and equipment, which have been received against a purchase order, to the requesting department within 1 to 2 days of receipt. Packages will not be released or delivered until an approved purchase order has been received.

This service does not include the pick-up of materials for departments for delivery to other locations on campus. Personal orders will not be shipped to an individual on campus and must be picked up by the owner, since MURC supported resources may not be used for private purposes.

When supplies and equipment are received, receiving personnel inspect the material and report the receipt of material to affect payment for the goods.

***Helpful Hint:*** Before you call Receiving to check on the status of a shipment, please call the vendor and confirm that the material has been shipped. Also, be prepared to give Receiving the appropriate purchase order number, encumbrance number, or credit card order information.

Problems can occur when receiving material which generally falls into one of these three categories:

## OVER SHIPMENTS

When more material is received than ordered, the Receiving Department Supervisor must contact the department to coordinate disposition or resolution of the over shipment. After notification from Receiving, department personnel should utilize the following information to determine an appropriate action plan for acceptance or return of the material.

### Acceptance of Materials

- Requisitions – A change order letter, including justification, requesting approval for a purchase order to be increased must be sent to MURC Compliance. If the grant budget allows for the additional materials purchased, the letter will be approved and forwarded to the Office of Purchasing for processing of the change order.
- Encumbrances – A change order letter, including justification, requesting approval for an encumbrance to be increased must be sent to MURC Compliance. Upon approval, MURC Compliance will contact the encumbrance originator to process the increase.

### Return of Materials

Upon the department's decision to return the materials, a written notification is required to be sent to the Receiving Department who will arrange for the return of the over shipment. When the vendor error causes over shipment, the vendor is expected to bear all costs associated with returning the material.

## DAMAGED GOODS

Normally, visible damage is detected and reported to the vendor by Receiving. If you find hidden damage after signing for the material, please contact the Receiving Supervisor immediately to determine the appropriate plan of action. Do not use any of the material and save all package material.

## INCORRECT MATERIAL

Vender Error. If something is received other than what you ordered, the Receiving Department will contact you. If you want to keep the material, a change order memorandum is required, or Receiving can return the goods to you.

Ordering Error. Material incorrectly ordered by the department may result in restocking and shipping charges which the department must pay. The return of such material must be coordinated by the department with the Receiving Department Supervisor. If the order is not going to be fulfilled, a change order cancelling the purchase order must be processed. A change order letter, including justification, requesting approval for cancellation of a purchase order must be sent to MURC Compliance. Upon arrival, the letter will be forwarded to the Office of Purchasing for processing of the change order cancellation.

#### Acceptance of Materials.

- Requisitions – A change order letter, including justification, requesting approval for a purchase order amendment must be sent to MURC Compliance. If the grant budget allows for additional materials to be purchased, the letter will be approved and forwarded to the Office of Purchasing for processing the change order.
- Encumbrances – A change order letter, including justification, requesting approval for an encumbrance amendment must be sent to MURC Compliance. Upon approval, MURC Compliance will contact the encumbrance originator to process the amendment.

#### Return of Materials.

Upon the department's decision to return the materials, a written notification is required to be sent to the Receiving Department, who will arrange for the return of the material. When vendor error causes the error, the vendor is expected to bear all costs associated with returning the material.

### **OFF-SITE EQUIPMENT REPAIRS**

Should equipment require offsite repair, contact the supervisor of the appropriate University Receiving Department. Proper packing of equipment for shipment is the responsibility of the department. However, the supervisor of the Receiving Department can coordinate all their shipping arrangements. Please note that the Receiving Departments will not ship any equipment to a vendor for repair until they receive the vendor's copy of the order signed by the Office of Purchasing staff.

### **SHIPPING ADDRESSES**

Shipments of supplies and equipment shall be made to one of the University's receiving departments. Changes in the "ship to" address must be approved by the appropriate Supervisor of Central Receiving.

### **EQUIPMENT INVENTORY**

Equipment costing more than \$10,000 and having a useful life of one year or more must be included as inventory. The security of MURC equipment is the responsibility of the department having physical control. Ultimately, the Principal Investigator is responsible. If equipment is moved from one room or department to another, the Principal Investigator must notify MURC to update inventory records.

Once every two years, a physical inventory is conducted by MURC personnel. MURC property may not be cannibalized, traded-in, thrown into the dumpster, or disposed of in any way without the approval of the Principal Investigator and MURC. When disposing or relocating equipment, please contact MURC – Attention: Senior Accountant.

The Property Status form for reporting equipment disposal or movement can be found at:

<http://www.marshall.edu/murc/forms/>

## **SURPLUS PROPERTY SALES**

All equipment disposals must comply with the grant regulations. MURC participates in the University's public sales of surplus property. After checking grant regulations for disposal instructions, departments are encouraged to send obsolete, uneconomically repairable, and unusable property to Central Receiving for subsequent sale. Departments shall receive a portion of the proceeds from anything which sells, less sale expenses. Since storage space is extremely limited, please contact the Central Receiving Supervisor before you send anything over. Usually, an announcement is made 30 days prior to each sale.

## **SPECIAL INSTRUCTIONS & GUIDELINES**

Numerous special purchasing instructions are often directed by outside agencies, such as the Board of Directors, or the Institution. MURC departments and the Office of Purchasing are required to follow those guidelines.

## **MAINTENANCE AGREEMENTS**

All requests for maintenance agreements for equipment are to be submitted on a Banner requisition. The make, model, serial number and the MURC or University asset tag number for the equipment must be stated in item text of the requisition.

All maintenance agreements and addendum (MURC-2) must be signed by the vendor prior to submission. Purchasing will issue and sign the agreement and addendum for MURC.

Payments for maintenance can be made only after the services have been performed. If stated in the agreement, these payments may be made periodically as maintenance is performed. Dates of service should be kept within the project budget period and be indicated in item text of the requisition.

## **RADIOACTIVE MATERIALS**

All requisitions for radioactive materials must be approved by the University Radiation Safety Officer (RSO) prior to forwarding to Purchasing. The department must obtain written approval from the RSO prior to beginning the Banner requisition. Include in the document text of the requisition the authorization number for radioactive purchases. The approval, with notation of the requisition number, must then be forwarded to the Office of Purchasing. Also, all shipments must be received through the Receiving Department in the Sorrell Maintenance Building or the Biotechnology Science Center.

Note: Telephone orders for radioisotopes are not permitted. Radioactive materials may not be ordered via Purchase Cards or encumbrance documents.

## **CANCELLING ORDERS**

To cancel orders, vendors must be given 30 days' written notice. Orders may be cancelled in less time only when the vendor gives cause and breaches the contract or order. Whenever an order must be cancelled, e-mail the Office of Purchasing or the appropriate purchasing agent.

## **CHANGE ORDERS**

When it is necessary to amend a purchase order, the department may request a change order via a memorandum or e-mail to MURC Compliance. The memorandum must clearly state what changes are required. Please provide a reason for the change, and reference the vendor's name, purchase order

number, and the Banner fund. After approval of the grant expenditure change by MURC Compliance, all information will be forwarded to the Office of Purchasing for processing.

### REPAIRS TO EQUIPMENT

Repairs to office, scientific, or educational equipment require the issuance of an approved University purchase order or paid by credit card. This includes equipment which must be shipped back to the vendor for repair.

When equipment is repaired on-site, the department must prepare a requisition and process it through Purchasing. Unless otherwise noted, orders that contain labor charges are no longer paid by P-card. If the vendor requires a confirming order number before the service call will be made, please advise your purchasing representative. Although the exact charges may not be known, please estimate the charges. List estimated charges as two separate items, one for labor and one for parts. Note: The department is solely responsible for all charges.

Should the equipment require off-site repair, contact the supervisor of the appropriate University Receiving Department. Proper packing of the equipment for shipment is the responsibility of the department. However, the supervisor of the Receiving Department can coordinate all other shipping arrangements. Again, a requisition must be prepared in advance to cover repair and shipping costs. If the exact charges are not known, an estimate is acceptable. Please include the serial number of the equipment, the University tag number, the building and room number, the name of the contact person, and a brief description of the problem.

Forward the electronic requisition to Purchasing. Please note that the Receiving Departments will not ship any equipment to a vendor for repair until they receive the vendor's copy of the order signed by purchasing. Departments are responsible for getting the packages to Receiving.

### TRADE-IN OF EQUIPMENT

Trade-in of used equipment may be permitted. The first step in the trade in process is to complete a MURC Property Status Form which located [here](#). This form must be attached to a memo containing all descriptive data for the asset being traded-in and the asset being acquired. Additionally, your intent to trade a piece of equipment must be clearly stated on the requisition. Final approval of a trade-in transaction is vested with MURC Finance and must comply with the grant regulations.

### LEASED SPACE

Prior approval is not needed if the request for temporary space meets the following criteria:

- The space requested is not for use as office space.
- The use of the space is for a period of six months or less.
- The total rental amount is less than \$2,000 for the event or use during the project budget year.
- There is no contract, rental agreement, etc. to be signed.
- The delegated authority to lease temporary space by the spending unit has not been revoked.

If these conditions are met, a Banner encumbrance should be prepared as outlined above. For all other space leases, a Banner requisition is required.

### EMERGENCY PURCHASES

Emergency purchases may be made only when there exists a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or to meet bona fide emergencies.

A written letter of justification explaining the basis for the emergency and the selection of the vendor must accompany the requisition. Emergency procurement shall be limited to those supplies, equipment, services, or construction items necessary to meet the emergency. Such competition as is practicable shall be obtained.

### MEETING/CONFERENCE COSTS

Meeting/Conference expenses include food, non-alcoholic beverages, facility rental, and other meeting expenses related to conducting MURC business. For grant funds to be used, meals for a meeting/conference must be an integral and necessary part of the meeting/conference (i.e. business is transacted during the meal) and be consistent with the terms of the award.

Meals for meetings/conferences are unallowable when:

- The food is for a recurring business meeting, such as a staff meeting
- The award is from NIH and the primary purpose of the grant was to support a conference or meeting (see definition of conference below)
- The award is from NSF

**2 CFR 200.432** defines "conference" as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity (MURC) and necessary and reasonable for successful performance under the federal award.

A list of attendees and the meeting purpose or agenda must be submitted for each payment requested. The information must be included in the banner document text in summary form, and the paper documents must be forwarded to MURC Compliance. The form can be found [here](#).

### MURC AGREEMENT ADDENDUM

Many purchases from vendors are qualified by additional terms and conditions. Often these appear on the back side of quotations, maintenance agreements, and software licenses. In each instance, the vendor's terms and conditions must be modified to conform to West Virginia law. Modifications are accomplished through the MURC Agreement Addendum which can be downloaded at: <http://www.marshall.edu/murc/forms/>.



# RESEARCH CORPORATION

## MARSHALL UNIVERSITY RESEARCH CORPORATION MEMORANDUM

Date: July 1, 2025

**Subject:** Self-Certification of \$25,000 Micro-Purchase Threshold under 2 CFR §200.320(a)(1)(iv)

In accordance with 2 CFR §200.320(a)(1)(iv) of the Uniform Guidance, the Marshall University Research Corporation (MURC) hereby self-certifies a micro-purchase threshold of \$25,000 for all applicable federal awards and subawards. This action aligns MURC's procurement practices with those of our sister institution, Marshall University, which also utilizes a \$25,000 micro-purchase threshold.

### **Justification for \$25,000 Threshold**

- **Alignment with Affiliated Institution:** Marshall University and MURC operate closely under shared governance and administrative infrastructure. This threshold brings consistency to procurement practices across both entities, improving efficiency and clarity.
- **Low-Risk Auditee Status:** MURC is classified as a low-risk auditee, with a history of no material weaknesses or significant deficiencies related to procurement or internal controls.
- **Experienced Procurement Personnel:** MURC's procurement is managed by trained professionals who are well-versed in federal procurement regulations, including 2 CFR Part 200, and who apply appropriate scrutiny to ensure cost reasonableness.
- **Strong Internal Controls:** MURC maintains written procurement procedures, segregation of duties, approval workflows, and procurement system checks to ensure compliance and cost reasonableness for all purchases, including micro-purchases.
- **Risk Management and Oversight:** Ongoing monitoring, risk assessment processes, and regular internal reviews of procurement activity ensure compliance with both internal policy and federal requirements.

- Compliance with Federal Requirements: This self-certification is made in accordance with the Uniform Guidance and does not exceed the \$50,000 maximum allowed for self-certification without federal approval. MURC will retain documentation supporting this threshold for audit purposes.

### **Certification Statement**

MURC certifies that the increased micro-purchase threshold of \$25,000:

- Is consistent with our risk profile and internal controls
- Aligns with the micro-purchase threshold used by Marshall University.
- Will be applied only where consistent with federal, state, and sponsor-specific regulations.
- Will be reviewed periodically and adjusted as needed.
- A copy of this certification is maintained in our procurement files and has been incorporated into MURC's written procurement policies.

### **Authorized by:**

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