

MARSHALL UNIVERSITY
Essential Services List

The essential services category includes **noncompetitive**, routine, and repetitive purchases. Please note that if ****terms and conditions are included** as a condition of sale, service, or purchase, they must be reviewed and approved by Purchasing prior to release. Submit such orders on an electronic requisition and forward the attachments to Purchasing for final processing. Departments may request payment of these goods and services via P-Card or an encumbrance document. Unless ***exempted (Cannot use departmental P-Card)**, the Departmental P-Card is the preferred method of payment.

Essential services may include but are not necessarily limited to the following	
Contact the approving department with questions: Purchasing (P) or Accounts Payable (A)	
Service:	Approving Dept.:
• Accreditation fees and site visit costs	A
• Advertising	P
• Artwork	P
• Association dues	A
• **Athletic and Academic team travel and related expenses	A
• Attorney Fees (Legal appointment by Deputy Attorney General)	P
• Books and related items, including those for libraries and Bookstores	P
• Cash advances	A
• Contracts for performing artists, entertainers and speakers with approved terms and conditions and <u>signed purchase order</u> . This includes others who are charging <i>travel expenses only</i> for their services;	P
• Credit card fees and related expenses	A
• Employee travel, subsistence, and other reimbursement	A
• Equipment maintenance contracts with approved terms and conditions and <u>signed purchase order</u>	P
• Federal, state, county, and municipal fees and assessments	A
• Hospitality expenses; Form MUBOG 3.0 is required	A
• Insurance premiums (after BRIM approval)	A
• Inter-library loan charges with <u>signed purchase order</u> or approved terms & conditions	A
• Inter/intra-institutional charges and fund transfers	A
• License fees of all types with <u>signed purchase order</u> if terms and conditions exist	P
• Medical and doctor's fees, prescriptions, drugs, medical sundries, fees for human subjects, medical studies, tests, x-rays, CAT Scans, MRIs and emergency medical procedures and test of all types	A
• Standardized Patients (employees and students, ALL)	A
• Motor vehicle and aircraft fuel	A
• Postage	A
• Shipping, handling, and freight charges	P
• Refunds	A
• Registration and tuition fees, and refunds thereof; professional dues; etc. (Note: registration fees for conferences are part of travel)	A
• Resale merchandise, sundries, food, related items used by auxiliary services	P
• ROTC uniform item	A
• Software, software licenses, and software maintenance less than \$5,000 (SHRINKWRAP/UNOPENED)	A
• Agreements with approved terms and conditions and <u>signed purchase order</u> . Software exceeding \$5,000 is inventoried and must be procured through the University's asset management system	P
• Student awards, scholarships, stipends, loans, and grants of all types	A
• Subscriptions to newspaper, periodicals, and publications not software services	P
• Temporary space rental agreements (no terms and conditions)	P
• Utilities of all types, including cable TV and connections and disconnections	A