Mountaineer Marketplace Instructions to request a check for petition processing

Any Marketplace questions should be directed to pcps@mail.wvu.edu or (304) 293-5711

1. Access Marketplace by logging into MyAccess

2. Select Direct Pay Form (see image below)


4. Add in information section/field: “SPECIAL HANDLING: Check(s) not to be mailed to DHS. Please call (insert your phone number)/email (insert your email) to arrange for pick-up and delivery to the ISSS office.”

5. If multiple checks are required: create separate lines for each check request – each amount should have its own supplier invoice number.

6. If check needs to be cut quickly, there is a priority feature which can be changed from “normal” to “urgent.”

7. Assign cart to the ISSS case manager so that the case manager can review the direct pay form and upon approval re-assign it to the original preparer for submission. Tip: If you are unsure of who the case manager is, you can check the original case initiation email.

For more information on MarketPlace please see: https://procurement.wvu.edu/employees/purchases