Lease Payment
Complete this form when processing payments for leases that have been approved by WVU’s Real Estate Office.

1. Access Mountaineer Marketplace:
   - Log in at myaccess.wvu.edu
   - Click the Mountaineer Marketplace tab
   - Click the Mountaineer Marketplace button

2. In the list of PCPS Automated Forms on the Mountaineer Marketplace Home page, click Lease Payment to open the form.

3. Locate the lease agreement supplier:
   1. Click Supplier Search to find the Supplier.
   2. If the Supplier is not listed, click Supplier Request. After the supplier has been registered, you can return to this form.

4. If the Supplier is registered, the Remit To address information populates.
5. Complete all fields in the General Information region. (Non-bolded fields are optional.)
   - **Product Description**: A description of the payment request.
   - **Lease Number**: References which lease for which you are making a payment.
   - **Supplier Inv #**: For rental expenses for the leasing and rental of space that are associated with a specific lease, use the first six digits of the assigned lease/rental agreement number along with the 6 digit ending date of the that monthly payment’s rental period.
   - **Invoice Date**: The date on the supplier-provided invoice.
   - **Goods Recd Date**: The first day of the month for which you are paying a lease amount.
     - Example: If the invoice is a payment for June 2016 rent, the Goods Recd Date is 6/1/16.
   - **Amount**: Total amount of the payment.

6. At the top of the form, view choices in the **Available Actions** region in the upper right corner. Choose Add Item and Close Form. Click Go.

7. A shopping cart has been created that contains this form. You may click either:
   - **Proceed to Checkout** (Go to step 10) OR
   - **Assign Cart** (Go to step 8).

   **Note**: If you do not know the account number to be charged, discuss with your business office if the form should be assigned.
8. To assign the cart to another employee, click **Assign Cart** and then choose the employee who will review the cart; click **Assign**.

![Assign Cart](image)

9. You will see a verification that the cart was assigned.

**End of instructions** if you assigned the cart.

![Cart Assigned](image)

10. After you click **Proceed to Checkout**, you may either:

   - Complete the account number (go to step 11)

   OR

   - Let your business office enter the account number (go to step 13).

11. To enter the account number that will be charged, click the **Accounting Codes** tab.

![Accounting Codes Tab](image)
12. Complete the account number to be charged.

13. Click **Submit Requisition**.

14. You will see a verification that the requisition was submitted.