



WSSU

Purchases \$2,501 - \$4,999

Purchase Requisition Required

Up To 24 Hour Process

- Department must enter requisition into SU Express with complete specifications and/or any additional back-up documentation.
- One quote is required and must be attached to requisition. Quote must be within 30 days.
- Agent reviews requisition/documents for accuracy and compliance.
- Purchase order is generated and electronically sent to Vendor.
- Order is fulfilled by Vendor and delivered to Department.
- After receipt of order, goods must be received in Banner by Department.
- No receiving is required for standing or open purchase orders.
- All invoices must be received in Disbursement Services for payment.

Note: If invoices are received by the Department please sign, date, and add purchase order number to invoice and forward to Disbursement Services immediately.

Contact Purchasing Services at 336.750.2930