



WSSU

Purchases \$5,000 - \$24,999 (Informal Bid)

Purchase Requisition Required Up To 1 Week Process

- Department/Purchasing must obtain quotes and attach them to the requisition. Quotes must be within 30 days. The same specifications must be submitted to vendors to ensure pricing compatibility.
 1. Scope of services/specifications must be submitted to Purchasing for purchases \$5,000.00 up to \$24,999.00. Three quotes are required.
- Department must enter requisition into SU Express with complete specifications, applicable justifications, and any additional back-up documentation.
- 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 the purchase order number to the invoice and forward to Disbursement Services immediately.

Contact Purchasing Services at 336.750.2930