



# WSSU

## **Purchases \$2,500 and Under Up To 24 Hour Process**

- Procurement Card: \$2,500 per transaction per vendor; \$5,000 per day; \$10,000 per month for **allowable purchases**. Click the following link for the [“Allowable Purchase List”](#).

**OR**

- For **non-allowable purchases** enter requisition in SU Express with back-up documentation. Click the following link for the [“Non-Allowable Purchase List”](#).
- Purchase order is generated and sent to Vendor.
- Order fulfilled by Vendor and delivered to Department.
- Goods received in Banner by Department.
- Department sign, date, add purchase order number on invoice and forward to Disbursement Services for payment.

**Contact Purchasing Services at 336.750.2930**