



WSSU

**Purchases \$100,000 - \$250,000
(Formal Bid)
Purchase Requisition Required
Up to 6 Weeks to Process**

- Department submits complete specifications/scope of work.
- Purchasing reviews all bids/proposals submitted.
- Purchasing posts bid to IPS (Interactive Purchasing System).
- Vendors log into IPS to bid on commodities/services.
- Bids are reviewed by Purchasing Services and Department.
- Department forwards award recommendation to Purchasing Services.
- Bid is awarded to Vendor.
- 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 within 24 hours.
Note: Receiving is not 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