



WSSU

**Purchases \$9,999 and Under
(Small Purchases with One Quote)
Purchase Requisition Required
Up to 3 Days to 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. Valid quote must be within 30 days, unless otherwise stated by the Vendor.
- Purchasing reviews requisition and 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 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