



WSSU

Purchases Over \$250,000

Purchase Requisition Required Up to 90 Day Process

- Department submits complete specifications/scope of work.
- Purchasing reviews all bids/proposals submitted.
- Purchasing Agent creates State Request to be sent to Division of Purchase and Contract for review.
- Division of Purchase and Contract post to IPS.
- Vendors log onto IPS to bid on commodities/services.
- Bids are evaluated by Division of Purchase and Contract.
- Bids are forwarded back to Purchasing Services.
- Bids are reviewed by Purchasing Services and Department.
- Award is made 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.
- 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