

Purchase via a P-Card: up to \$4,999.99

Procurement Card: \$4,999.99 per transaction per vendor; \$10,000 per day; \$25,000 per month for **allowable purchases***.

Itemized receipt required, including: Vendor's name, date, quantity, concise description of item(s) purchased, unit price, all additional costs, and total cost of purchase.

Acceptable receipts include: Invoices, Cash register receipts, Packing slips **with cost**, Credit Card slips, or confirmation from On-Line Purchases.

* non-allowable purchases require you to follow the Purchasing Process and submit a requisition to Purchasing Services via SU Express.

Purchase via an issued Purchase Order:

The North Carolina Department of Administration audits WSSU based on the aggregate total amount of business provided to a particular Vendor/Supplier.

This means that multiple orders for a service, such as painting, where each order would be less than \$29,000.00 but the aggregate total is over \$100,000.00, the service would need to go through the Formal Bidding process, as indicated below.

Small Dollar Purchase: requirement total up to \$28,999.99

(timeframe: 24 to 48 hours, depending on the current requisition queue)

- This category includes all required goods or services not allowed to be purchased using the P-Card
- 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 quotes must be within 30 days, unless otherwise stated by the Vendor/Supplier, Contractor, or Individual.
- Purchasing reviews requisition and documents for accuracy and compliance.
- Once approved by Purchasing Services, the requisition is converted into a Purchase Order. Allow up to 48 hours for the requisition to be processed.
- Purchase Order is sent electronically to Vendor/Supplier, Contractor, Individual.
- Order is fulfilled by Vendor/Supplier, Contractor, or Individual 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 Order style Purchase Orders.
- All invoices must be delivered to Disbursement Services electronically via email (acctpayablestaff@wssu.edu) for payment.
Note: If an invoice is provided to the Department by the Vendor, please:
 - Remind the Vendor/Supplier, Contractor, or Individual that a timely payment requires that all invoices be emailed to WSSU Disbursement Services, (acctpayablestaff@wssu.edu)
 - Sign, date, add purchase order number to invoice, scan invoice, and email to Disbursement Services (acctpayablestaff@wssu.edu) immediately.

Informal Bidding Purchase: requirement total \$29,000.00 to \$99,999.99

(timeframe: 1 to 3 weeks, depending on the complexity of the requirement)

- Department must enter requisition into SU Express with complete specifications and/or any additional back-up documentation.
- A minimum of three quotations are required and must be attached to requisition. Valid quotations must be within 30 days, unless otherwise stated by the Vendor/Supplier, Contractor, or Individual.
- Purchasing reviews requisition and documents for accuracy and compliance.
- Once approved by Purchasing Services, requisition is converted into Purchase Order. Allow up to 72 hours for the requisition to be processed.
- Purchase Order is sent electronically to Vendor/Supplier, Contractor, Individual providing the good or service that is deemed to be in the best interests of the University.
- Order is fulfilled by Vendor/Supplier, Contractor, or Individual 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 Order style Purchase Orders.
- All invoices must be delivered to Disbursement Services electronically via email (acctpayablestaff@wssu.edu) for payment.

Note: If an invoice is provided to the Department by the Vendor, please:

- Remind the Vendor/Supplier, Contractor, or Individual that all invoices need to be emailed to WSSU Disbursement Services
- Sign, date, add purchase order number to invoice, scan invoice and email to Disbursement Services (acctpayablestaff@wssu.edu) immediately.

Formal Bidding Purchase: requirement total \$100,000.00 to \$250,000.00

(timeframe: 6 to 9 weeks, depending on the complexity of the requirement)

- Department creates and submits to Purchasing Services a requisition via SU Express complete specifications/scope of work related to the requested good or service, along with a quotation, if possible.
- Purchasing Services, with help from the requesting department, creates a formal bid package.
- Purchasing Services posts bid package to the North Carolina IPS (Interactive Purchasing System) system.
- Vendors log into IPS to bid on the WSSU bid package.
- Purchasing reviews all bids/proposals submitted.
- All accepted bids are reviewed by Purchasing Services and Department.
- Purchasing Services forwards award recommendation to Department.
- 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 Order style Purchase Orders.
- All invoices must be delivered to Disbursement Services electronically via email (acctpayablestaff@wssu.edu) for payment.

Note: If an invoice is provided to the Department by the Vendor, please:

- Remind the Vendor/Supplier, Contractor, or Individual that all invoices need to be emailed to WSSU Disbursement Services
- Sign, date, add purchase order number to invoice, scan invoice and email to Disbursement Services (acctpayablestaff@wssu.edu) immediately.

Purchase Requiring NC Department of Administration Purchase & Contract Review and Approval: \$250,000.01 or greater.