

Small Purchase Invoices & Vouchers

Purchases for goods and services less than \$5,000 can be vouchered by the MCE&CE Finance and Business Office without use of the Purchase Order process.

- 1) If using a new vendor that is not currently set up in the University system, you will need to obtain a [W-9](#) and [ACH Enrollment Form](#) completed by the vendor. Forward the completed documents to the MCE&CE Finance and Business office for processing
- 2) If the vendor is a Marketplace vendor, the item must be ordered through Marketplace or paid for with a PCard.
- 3) If the vendor requires an order number before the order can be placed, forward the quote to the MCE&CE Finance and Business Office. We will create a voucher and forward the voucher number to you for use with the order.
- 4) Once the invoice is received, stamp with the voucher stamp. Indicate the goods/services received date, invoice received date, project number, and Project Authorizer approval. Once completed, forward the invoice to the MCE&CE Finance and Business Office for processing and payment.
- 5) Please refer to the [University Spending Guidelines](#) for guidance on allowable purchases.

Questions? Contact the McKimmon Finance and Business Office at mckimmonaccounting@ncsu.edu