Small Purchase Invoices & Vouchers

Purchases for goods and services less than $5,000 can be vouchered by the DELTA 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 DELTA 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 DELTA 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 DELTA Business Office for processing and payment.

5) Please refer to the University Spending Guidelines for guidance on allowable purchases.

Questions? Contact the DELTA Business Office at delta-business-office@ncsu.edu or X5-4362