STANDARD OPERATING PROCEDURE

SOP Number: Purchasing and AP 21-03

SOP Title: Methods of Purchase

Effective Date: 3/1/22

Revised Date: 1/9/24

1. PURPOSE

The purpose of this Standard Operating Procedure is to provide guidance and describe the methods by which commodities or services will be procured.

1. SCOPE

This SOP applies to University employees, departments, and divisions

1. RESPONSIBILITIES
   1. Chief Purchasing Officer – The Chief Purchasing Officer is responsible for ensuring compliance with this policy.
2. SPECIFIC PROCEDURE

4.1 Purchase Requisitions for Purchase Order

CataMart is Western Carolina University's eProcument System. Requests for materials and services from commercial vendors or individuals must be submitted to the Purchasing Department electronically through the CataMart eProcurement System.

Purchases are initiated by submitting a requisition to the Purchasing Department, and a purchase order number must be assigned by the Purchasing Department before procurement can proceed.

4.2 PCard

The WCU P-Card is a corporate Visa credit card in which the liability rests with the University instead of the individual cardholder. The University PCard, is available to Western Carolina University employees for purchases under $5,000. A complete description of the PCard policies, procedures and related information is available at

1. RESOURCES

Purchase Card Manual: <https://www.wcu.edu/_files/discover/PCardPolicyandProcedure.pdf>

North Carolina Procurement Manual:

<https://files.nc.gov/ncdoa/documents/files/NC-Procurement-Manual-2022-with-TOC.pdf>