

How to Submit a ProCard Purchase over 5000 Form request in Bully Buy



Learn how to accurately process and document ProCard purchases exceeding \$5,000 using the Bully Buy system. This guide walks you through form entry, vendor details, and attaching necessary files to ensure your request is submitted correctly.

1 Navigate to www.bullybuy.msstate.edu

The screenshot displays the 'Shopper Requester Dashboard' of the Bully Buy system. The dashboard is divided into several sections. On the left, there is a vertical navigation menu with options like 'Contracts', 'Purchase Orders', 'Invoices', and 'Approvals'. The main content area includes a 'Contracts Dashboard' tab, a 'Purchasing Dashboard' tab, and a 'Shopper Requester Dashboard' tab. The 'Shopper Requester Dashboard' contains a 'Direct Pay' section with a 'Direct Pay' button, a 'Forms' section with buttons for 'Bid Request', 'International Wire Transfer Form', and 'Procard Purchase over 5000', and a 'State Contract Punch-out Catalogs' section featuring logos for various vendors such as American Paper & Twine, Barefield, Fisher Scientific, Grainger, Henry Schein, MSI, Staples, Thomas Scientific, and VWR. There is also a 'Punch-out Catalogs' section at the bottom.

2 Click "Procard Purchase over 5000"

Shop • Shopper Requester Dashboard

Contracts Dashboard Purchasing Dashboard Shopper Requester Dashboard

MSU ITS has listed specifications for the following computers to meet their requirements for quotes please visit <https://servicedesk.its.msstate.edu/TDClient/45/Portal/KB/ArticleDet?ID=2197>. You can solicit quotes from any of the listed resellers listed on the EPL.

To view the list of state contracts please visit <https://www.dfa.ms.gov/contracts>. State contract use is still required. If the state contract does not have a catalog in Bully Buy, please use the "non-catalog" option to purchase.

If the item value is over \$5,000 and only one source can be identified, a Sole Source Justification is required and can be found [here](#).

Orders Search

All Orders Document Numbers, Vendor, Product Information

SHORTCUTS

My Requisitions

My Purchase Orders

My Invoices

My Approvals

Advanced Search

MY SAVED SEARCHES

Auto Invoicing Errors

Direct Pay

Forms

Bid Request International Wire Transfer Form **Procard Purchase over 5000**

State Contract Punch-out Catalogs

AMERICAN PAPER & TUNE Barefield Fisher Scientific GRAINGER HENRY SCHEIN MSC

STAPLES Thomas Scientific VWR

Punch-out Catalogs

3 Read the important message under the instructions

← Procurement Request • Procard Purchase over 5000

1 Instructions ✓ Details ✓ Vendors ⚠ Form Fields 5 Review And

Instructions

This requisition is only used to obtain approval for ProCard purchases over \$5,000. You **will not** make payment through Bully Buy.

Once the requisition is approved, the ProCard team will process the initial limit increase to your card. If you need your limit increased again for the same purchase, email the approved requisition number to procardhelp@procurement.msstate.edu, and the ProCard team will adjust your card limit based on the approved amount.

4 Click "Next."

The screenshot shows the 'Procurement Request' form for a 'Procard Purchase over 5000'. The top navigation bar includes the Mississippi State University logo, a search bar, and a currency selector set to '6,000.00 USD'. The breadcrumb trail is 'Procurement Request > Procard Purchase over 5000'. The progress bar shows five steps: 1. Instructions, 2. Details, 3. Vendors, 4. Form Fields, and 5. Review And Submit. The 'Next' button is circled in orange. The 'Instructions' panel contains text about the requisition's purpose and the ProCard team's role. The 'Summary' panel shows the request is 'Incomplete' and lists details: 'Procard Purchase over 5000', 'Created Date: 8/13/2026', 'Form Number: 24289370', and 'Purpose: Procurement Request'.

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All Search (Alt+Q) 6,000.00 USD

← Procurement Request • Procard Purchase over 5000

Save Progress Next

1 Instructions 2 Details 3 Vendors 4 Form Fields 5 Review And Submit

Instructions

This requisition is only used to obtain approval for ProCard purchases over \$5,000. You **will not** make payment through Bully Buy.

Once the requisition is approved, the ProCard team will process the initial limit increase to your card. If you need your limit increased again for the same purchase, email the approved requisition number to procardhelp@procurement.msstate.edu, and the ProCard team will adjust your card limit based on the approved amount.

Summary

Incomplete

Procard Purchase over 5000

Created Date 8/13/2026

Form Number 24289370

Purpose Procurement Request

Request Details

5 Enter "A name for your request" in the Request Name field.

The screenshot shows the 'Procurement Request' form for a 'Procard Purchase over 5000'. The top navigation bar is the same as in the previous step. The breadcrumb trail is 'Procurement Request > Procard Purchase over 5000'. The progress bar shows five steps: 1. Instructions, 2. Details, 3. Vendors, 4. Form Fields, and 5. Review And Submit. The 'Details' step is active, and the 'Request Name' field is circled in orange. The 'Details' panel shows the following information: 'Request Name' (Procard Purchase over 5000), 'Purpose' (Procurement Request), 'Template Title' (Procard Purchase over 5000), 'Form Type' (Procard Approval over 5000), and 'Currency' (USD). The 'Summary' panel on the right shows the request is 'Incomplete' and lists details: 'Procard Purchase over 5000', 'Created Date: 8/13/2026', 'Form Number: 24289370', and 'Purpose: Procurement Request'.

MISSISSIPPI STATE UNIVERSITY

All Search (Alt+Q)

← Procurement Request • Procard Purchase over 5000

Save

1 Instructions 2 Details 3 Vendors 4 Form Fields 5 Review And Submit

Details

Request Name ★ Procard Purchase over 5000

Purpose Procurement Request

Template Title Procard Purchase over 5000

Form Type Procard Approval over 5000

Currency USD

Summary

Incomplete

Procard Purchase over 5000

Created Date 8/13/2026

Form Number 24289370

Purpose Procurement Request

6 Click "Next"

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All Search (Alt+Q) 0.00 USD

Procurement Request • Procard Purchase over 5000

Save Progress Previous **Next**

Instructions Details Vendors Form Fields Review And Submit

Details

Request Name ★ Computers for Procurement

Purpose Procurement Request

Template Title Procard Purchase over 5000

Form Type Procard Approval over 5000

Currency USD

Summary

Incomplete

Procard Purchase over 5000

Created Date 8/13/2026

Form Number 24286012

Purpose Procurement Request

7 Vendor auto populates so just Click "Next"

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All Search (Alt+Q) 0.00 USD

Procurement Request • Computers for Procurement

Save Progress Previous **Next**

Instructions Details Vendors Form Fields Review And Submit

Vendors

Selected Vendor

Vendor Name	Doing Business As	Fulfillment Centers
Procard Approval only		Fulfillment Center 1: 39762 United States

Vendor Name	Doing Business As	Fulfillment Centers	Additional Vendor Distribution Data	Action
Procard Approval only		Fulfillment Center 1: (preferred) 39762 United States		Selected

Summary

Incomplete

Computers for Procurement

Created Date 8/13/2026

Form Number 24286012

Purpose Procurement Request

Purchase Information

8 Enter your Vendor Name, Description of Purchase, Last 4 digits of card, & Amount

Home

Shop

Orders

Contracts

Accounts Payable

Vendors

Sourcing

Reporting

Administer

Setup

MISSISSIPPI STATE UNIVERSITY

All

Search (Alt+Q)

0.00 USD

Procurement Request • Computers for Procurement

Instructions

Details

Vendors

Form Fields

Review And Submit

Page 1

General Information

Vendor Name ★

Description of Purchase ★

2000 characters remaining

Provide the last four digits of the card and the cardholder's name ★

2000 characters remaining

Total Amount

Unit Price ★

USD

Quantity

1

Total

0.00 USD

Summary

Incomplete

Computers for Procurement

Created Date

Form Number

Purpose

9

Confirm the purchase information is entered correctly

← Procurement Request • Computers for Procurement

Instructions Details Vendors **4 Form Fields** 5 Review And Submit

Page 1

General Information

Vendor Name ★ Apple

Description of Purchase ★ 5 computers for procurement staff
1967 characters remaining

Provide the last four digits of the card and the cardholder's name ★ 1324 Cole
1991 characters remaining

Total Amount

Unit Price ★	6000	USD	Quantity	1	Total	0.00 USD
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Summary →

Incomplete

Computers for Procurement

Created Date 8/13/2026
Form Number 24286012
Purpose Procurement Request

10

Answer the question by selecting yes or no.

1991 characters remaining

Total Amount

Unit Price ★	6000	USD	Quantity
--------------	------	-----	----------

Purchasing items over 5k be sure to provide your ★ ☒ Yes ☐ No
2 quotes. You can attach them on the requisition

11 Click "Next"

The screenshot shows the 'Computers for Procurement' form in the JAGGAER system. The form is titled 'Procurement Request • Computers for Procurement'. The top navigation bar includes a search bar, currency (0.00 USD), and a shopping cart icon. The left sidebar contains various navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main form area is divided into sections: 'General Information' and 'Summary'. The 'General Information' section includes fields for 'Vendor Name' (Apple), 'Description of Purchase' (5 computers for procurement staff), 'Provide the last four digits of the card and the cardholder's name' (1324 Cole), and 'Total Amount' (6000 USD, Quantity 1, Total 0.00 USD). The 'Summary' section shows the status 'Incomplete' and details for 'Computers for Procurement', including 'Created Date' (8/13/2026), 'Form Number' (24286012), and 'Purpose' (Procurement Request). The 'Next' button in the top right corner is circled in orange.

Mississippi State University

Home Shop Orders Contracts Accounts Payable Vendors Sourcing Reporting Administer Setup

Procurement Request • Computers for Procurement

Save Progress Previous Next

Instructions Details Vendors Form Fields Review And Submit

Page 1

General Information

Vendor Name ★ Apple

Description of Purchase ★ 5 computers for procurement staff

1967 characters remaining

Provide the last four digits of the card and the cardholder's name ★ 1324 Cole

1991 characters remaining

Total Amount

Unit Price ★ 6000 USD Quantity 1 Total 0.00 USD

Purchasing items over 5k be sure to provide your 2 quotes. You can attach them on the requisition

Summary

Incomplete

Computers for Procurement

Created Date 8/13/2026

Form Number 24286012

Purpose Procurement Request

Powered by JAGGAER | JAGGAER Service Privacy Policy

12 Click "Add and go to Cart"

The screenshot shows the 'Review and Submit' page in the JAGGAER system. The page is titled 'Procurement Request • Computers for Procurement'. The top navigation bar includes a search bar, currency (0.00 USD), and a shopping cart icon. The left sidebar contains various navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Vendors, Sourcing, Reporting, Administer, and Setup. The main form area is divided into sections: 'Review and Submit' and 'Summary'. The 'Review and Submit' section includes a checklist of steps: 'Details', 'Vendors', 'Form Fields', and 'Page 1'. The 'Vendors' section shows a table with columns 'Name', 'Address', and 'Phone', containing the entry 'Procurement Approval only' and 'Fulfillment Center 1: 39762 United States'. The 'Summary' section shows the status 'Incomplete' and details for 'Computers for Procurement', including 'Created Date' (8/13/2026), 'Form Number' (24286012), and 'Purpose' (Procurement Request). The 'Add And Go To Cart' button in the top right corner is circled in orange.

Mississippi State University

Home Shop Orders Contracts Accounts Payable Vendors Sourcing Reporting Administer Setup

Procurement Request • Computers for Procurement

Save Progress Previous Add And Go To Cart

Instructions Details Vendors Form Fields Review And Submit

Review and Submit

Details Edit

Vendors Edit

Name	Address	Phone
Procurement Approval only	Fulfillment Center 1: 39762 United States	

Form Fields Edit

Page 1 Edit

Summary

Incomplete

Computers for Procurement

Created Date 8/13/2026

Form Number 24286012

Purpose Procurement Request

Checkout and Attachments

13 Click "Proceed to Checkout"

Shopping Cart • 219807680

Go to: [Non-Catalog Item](#) | [Favorites](#) | [Forms](#) | [Shop](#) | [Quick Order](#) | [Browse: Vendors](#) | [Categories](#) | [Contracts](#)

[Simple](#) [Advanced](#)

Search for products, vendors, forms, part number, etc.

1 Item [Select All](#)

Procard Approval only • 1 Item • 6,000.00 USD

VENDOR DETAILS

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	Computers for Procurement					

ITEM DETAILS

Template Title	Computers for Procurement
Purpose	Procurement Request

1 Total Amount 6,000.00 Qty: 1 6,000.00

ITEM DETAILS

SUCCESS
Successfully Saved Changes

SUCCESS
Request Added to Cart

For
Sasha Cole

Name
2026-08-13 SGC64 01

Total (6,000.00 USD)
Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.
Total: 6,000.00

[Assign Cart](#) [Proceed To Checkout](#)

14 Click "Attachments"

Home Shop Orders Contracts Accounts Payable Vendors Sourcing Reporting Administer Setup

Requisition • 219807680

[Summary](#) [PO Preview](#) [Comments](#) [Attachments](#) [History](#)

General

Department: Procurement & Contracts (1)

Cart Name: 2026-08-13 SGC64 01

Description: no value

Priority: Normal

Prepared by: Sasha Cole

Prepared for: Sasha Cole

Work Order: no value

Phase: no value

Don't send to banner: X

Separate Check: M

Meter Number: no value

Service End Date: no value

Shipping

Ship To

Attn: MS 9718-Sasha
Mail Stop #
405 East Garrard Rd
Starkville, MS 39759
United States

Sole Source

Is this a Sole Source? no value

IT Request

Is this hardware, software, or both? no value

Is this Cloud Hosted? no value

Does this procurement involve... no value

Billing

Bill To

Accounts Payable
PO Box 5307
Mississippi State, MS 39762
United States

Billing Options

Accounting: no value
Date: no value

Summary

Draft

Correct these issues.
You are unable to proceed ur

- * Required: Fund
- * Required: Organization
- * Required: Account
- * Required: Program
- * Required: Fund Type

Total (6,000.00 USD)
Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.
Subtotal

What's next for my order?

Next Step: Missing Wc

Approvers: Alford, Caleb
Beers, Anna
Cole, Sasha
Inmon, Melis
Mayfield, Jer

15 Click "Add Internal Attachment"

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Requisition • 219807680

Summary PO Preview Comments **Attachments** History

Attachments found: 0

Add Internal Attachment

This document does not have any attachments associated with it.

If you need to add an attachment, return to the Summary page and find the "Add attachment" button.

Please note that attachments cannot be added to documents once they have completed workflow.

Summary

Draft

Correct these issues.
You are unable to proceed until addressed.

- Required: Fund
- Required: Organization
- Required: Account
- Required: Program
- Required: Fund Type

Total (6,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 6,000.00
6,000.00

What's next for my order?

Next Step: Missing Workflow

Approvers: Alford, Caleb; Beers, Anna; Cole, Sasha; Inmon, Melissa; Mayfield, Jennifer

16 Click the "File(s)" field & Attach your quote(s) here

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Requisition • 219807680

Summary PO Preview Comments **Attachments** History

Attachments found: 0

Add Attachments

Attachment Type: ☒ File ☐ Link

File(s) ★

Drop File or **BROWSE**

Max. File Size: 19.53 MB

★ Required fields

Save Changes **Close**

Summary

Draft

Correct these issues.
You are unable to proceed until addressed.

- Required: Fund
- Required: Organization
- Required: Account
- Required: Program
- Required: Fund Type

Total (6,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each vendor. The values shown here are for estimation purposes, budget checking, and workflow approvals.

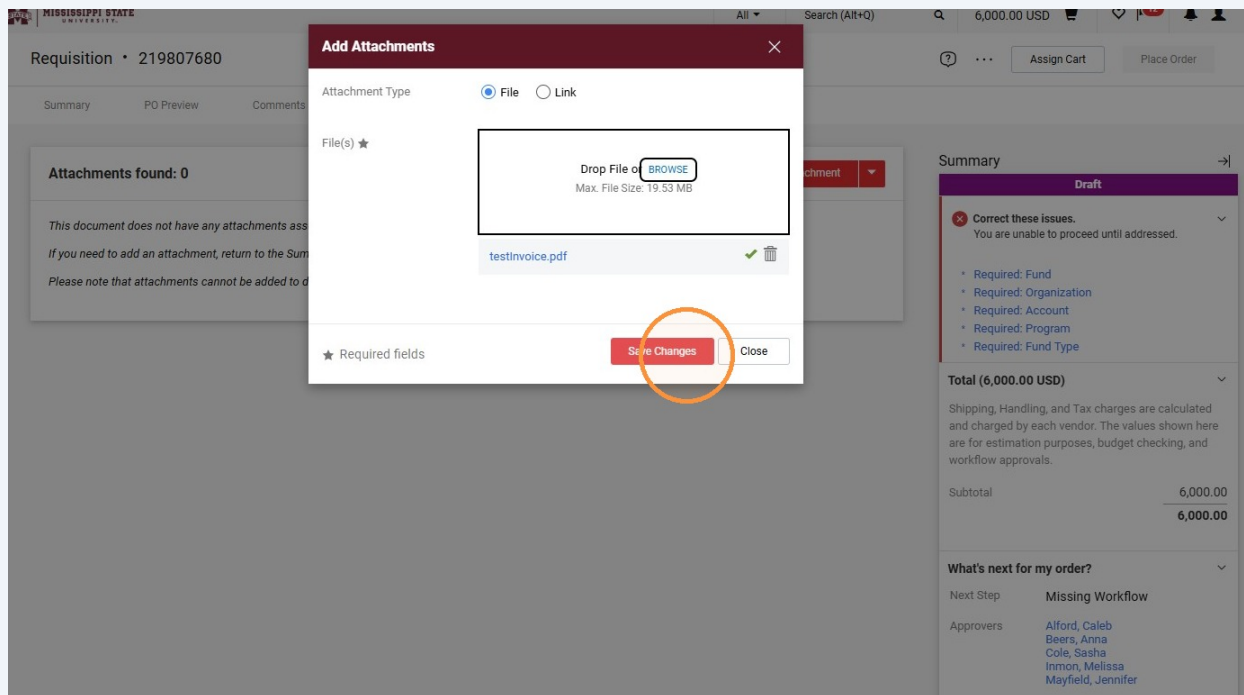
Subtotal 6,000.00
6,000.00

What's next for my order?

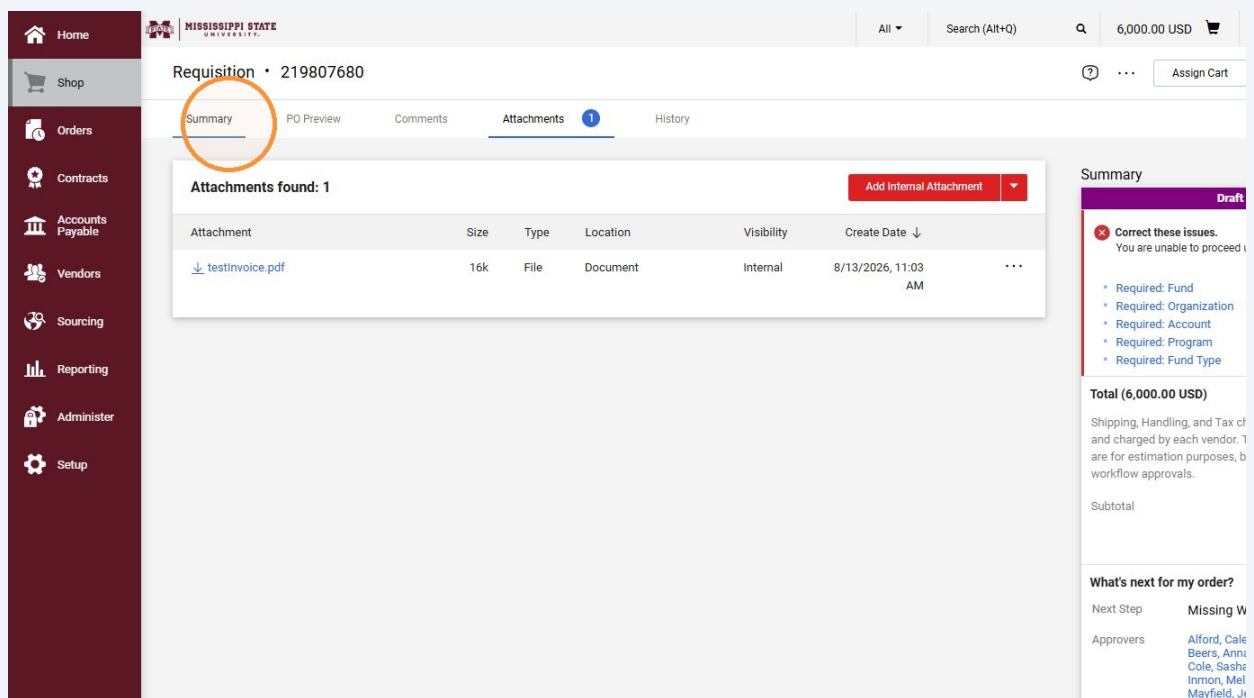
Next Step: Missing Workflow

Approvers: Alford, Caleb; Beers, Anna; Cole, Sasha; Inmon, Melissa; Mayfield, Jennifer

17 Click "Save Changes"



18 Click "Summary"





Proceed with your filling out your requisition like you normally would.