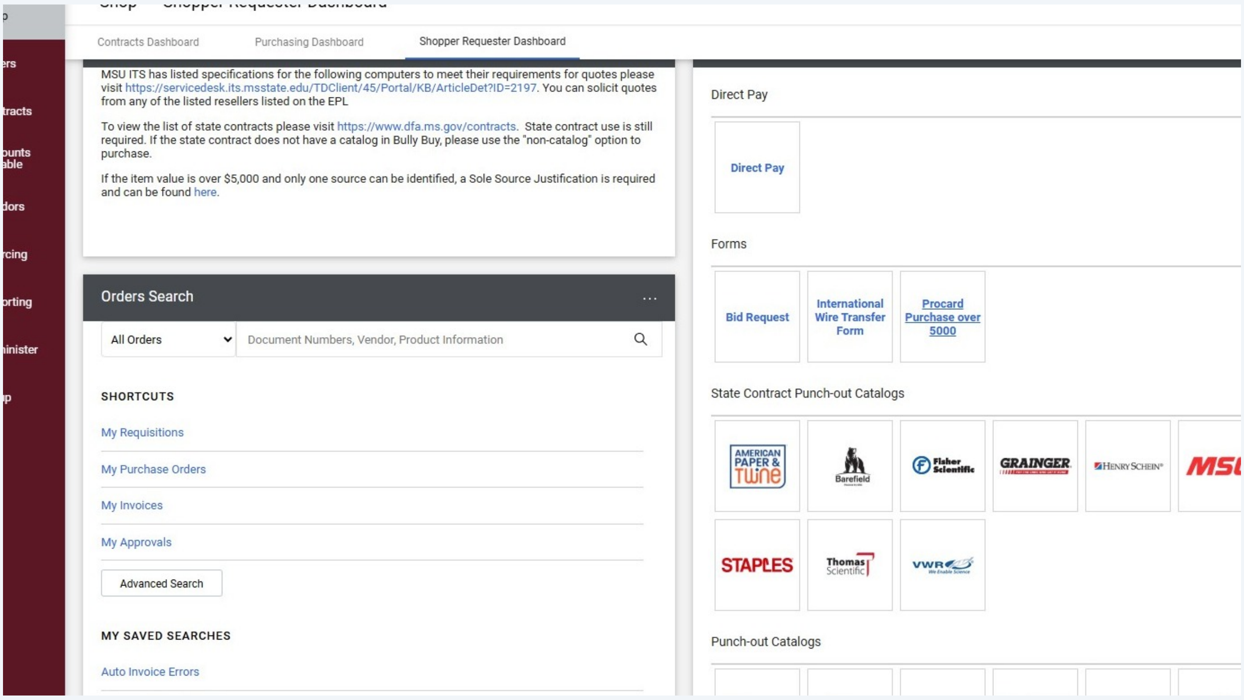
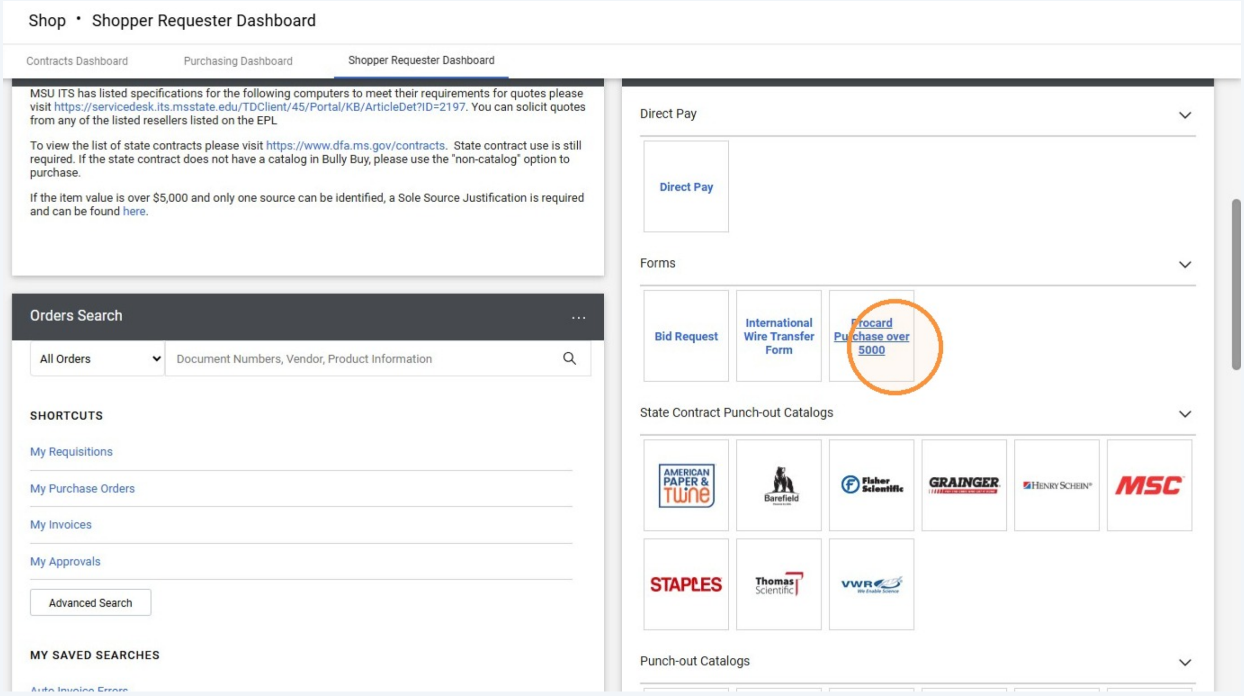
# How to Submit a ProCard Purchase over 5000 Form request in Bully Buy

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.

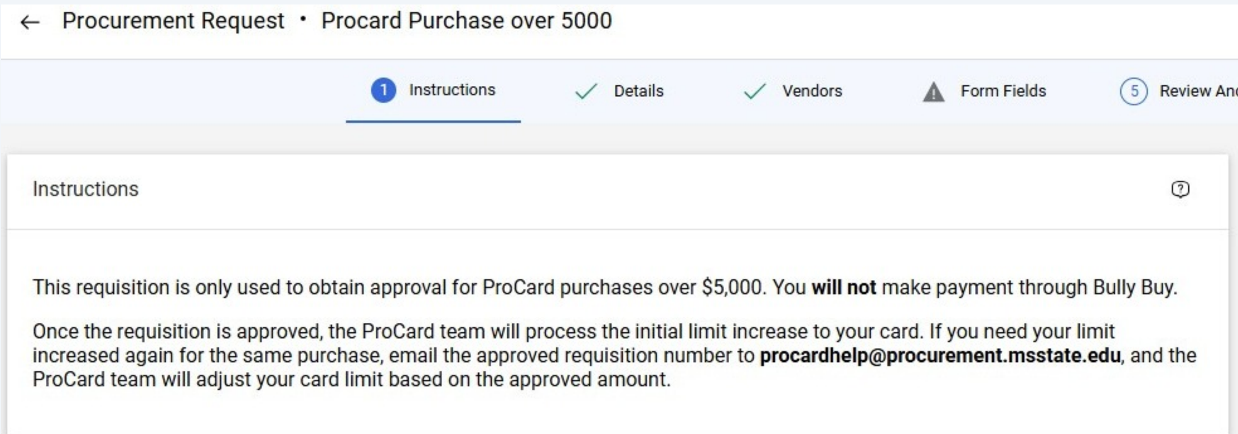
1 Navigate to www.bullybuy.msstate.edu



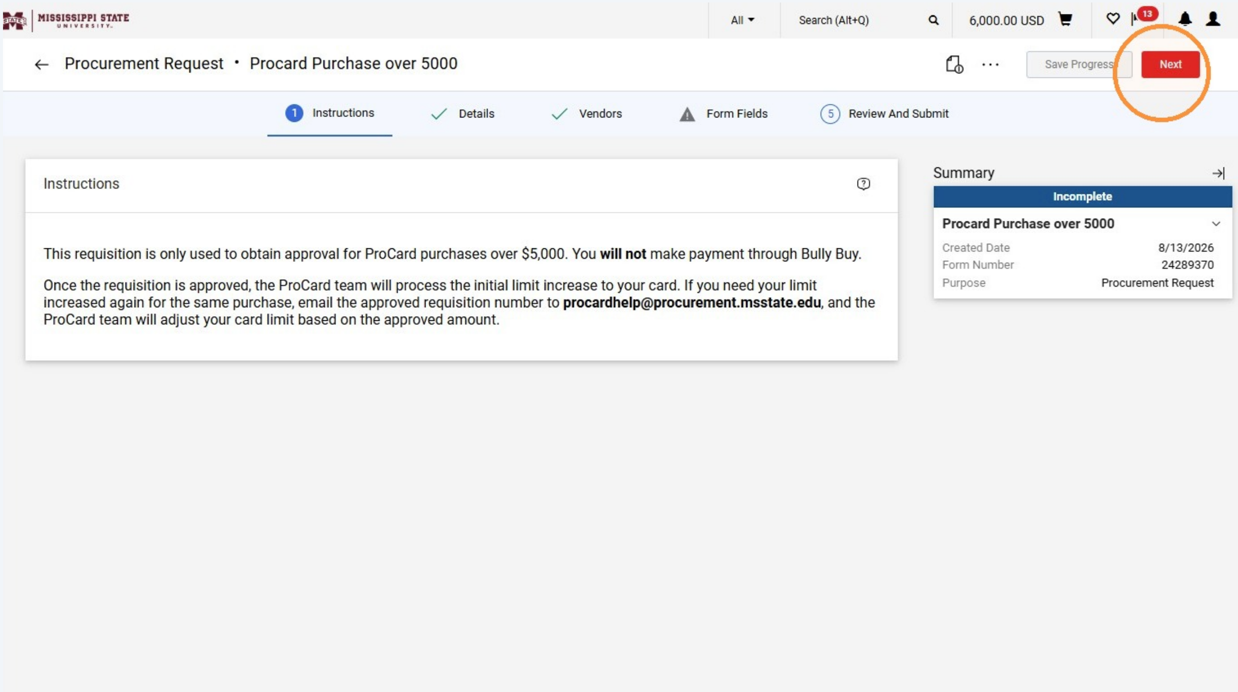
## 2 Click "Procard Purchase over 5000"




## 3 Read the important message under the instructions

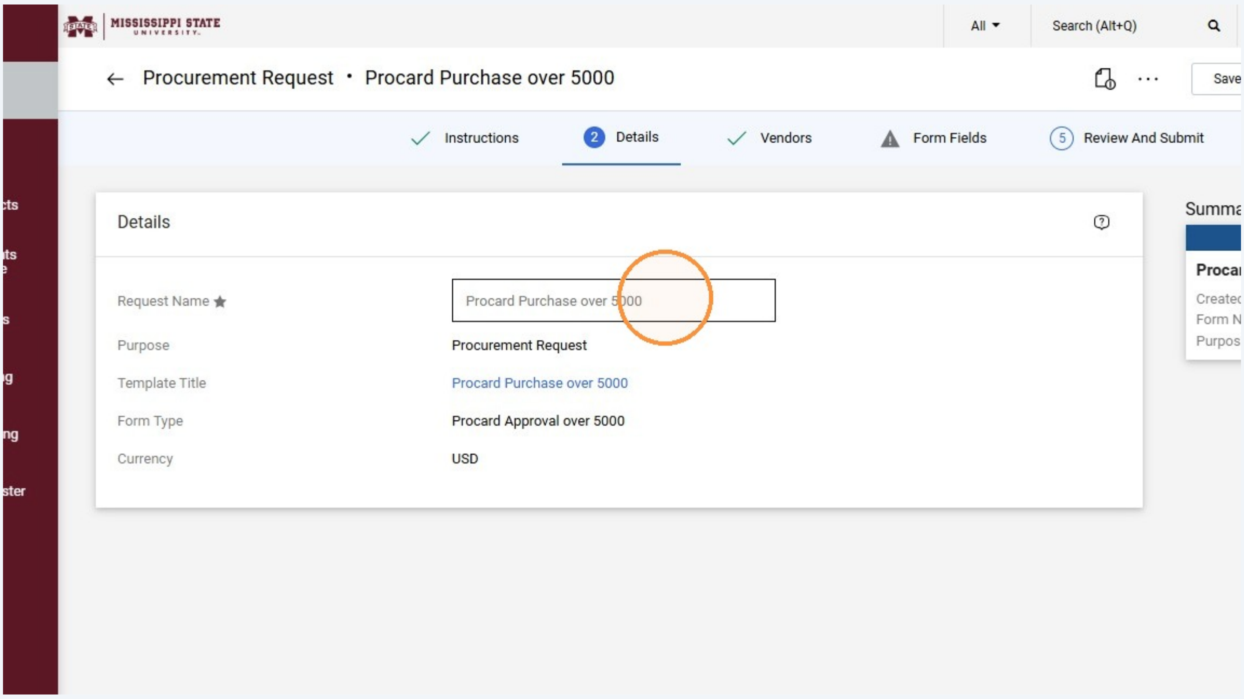


4 Click "Next."

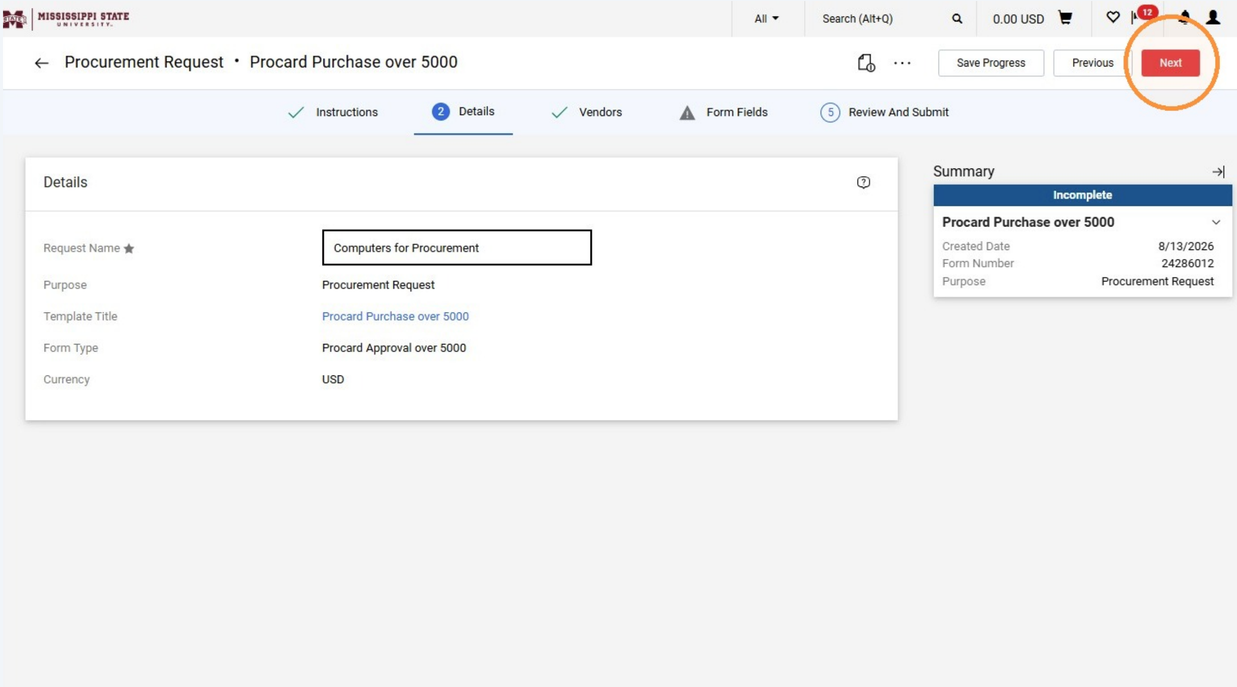



## Request Details

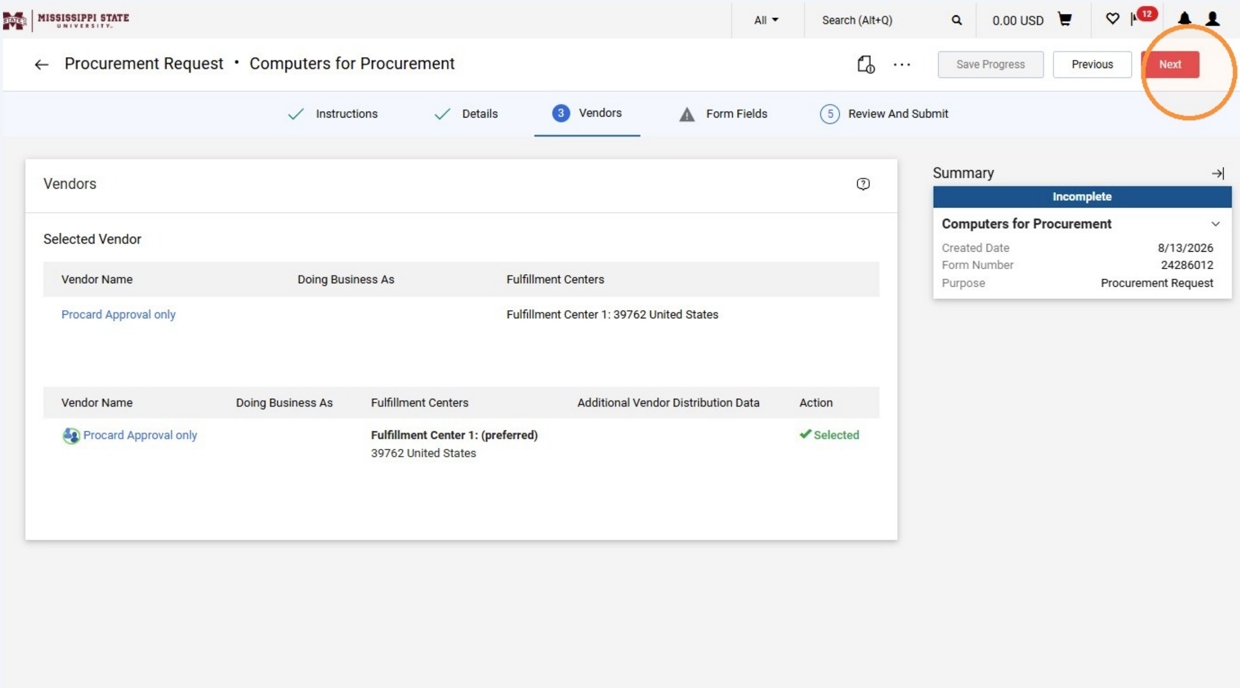
5 Enter "A name for your request" in the Request Name field.



## 6 Click "Next"

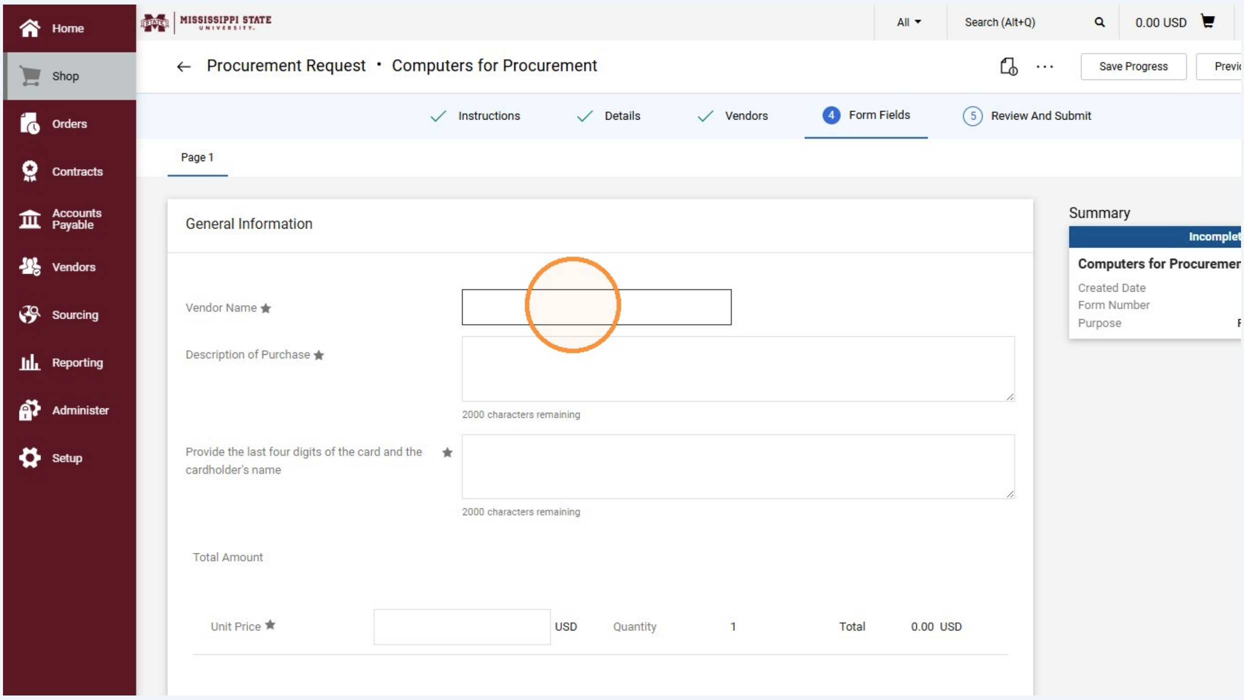



## 7 Vendor auto populates so just Click "Next"

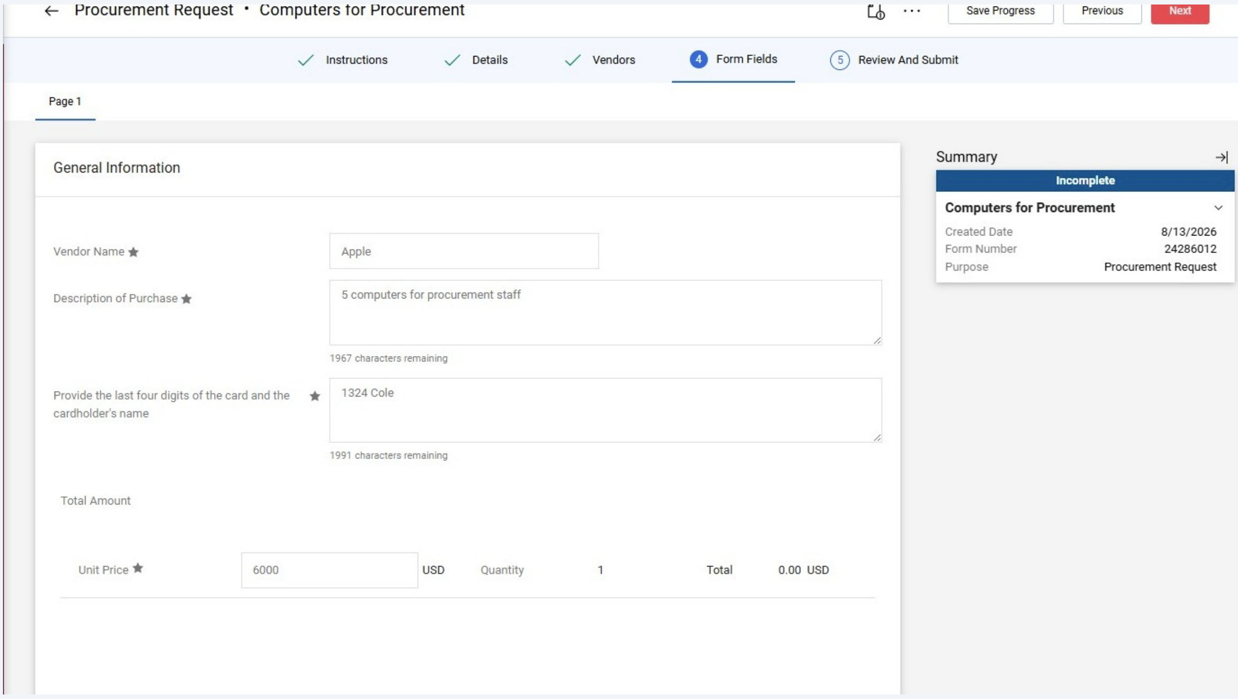


# Purchase Information

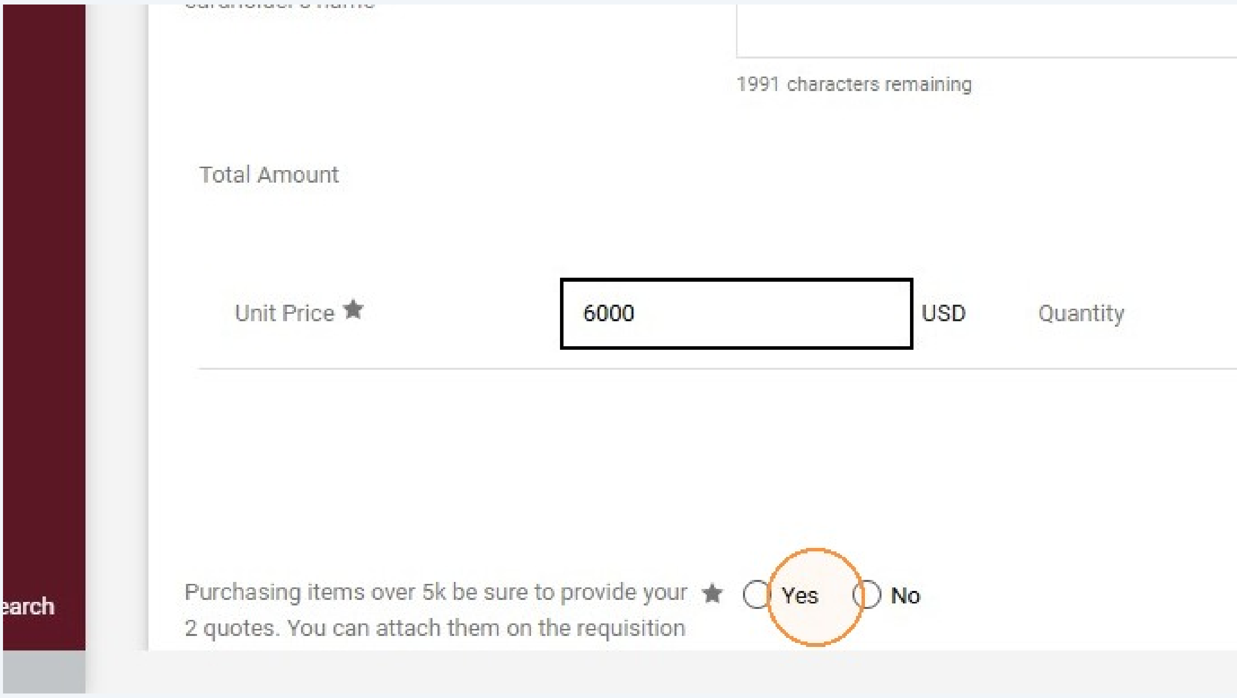
8 Enter your Vendor Name, Description of Purchase, Last 4 digits of card, & Amount



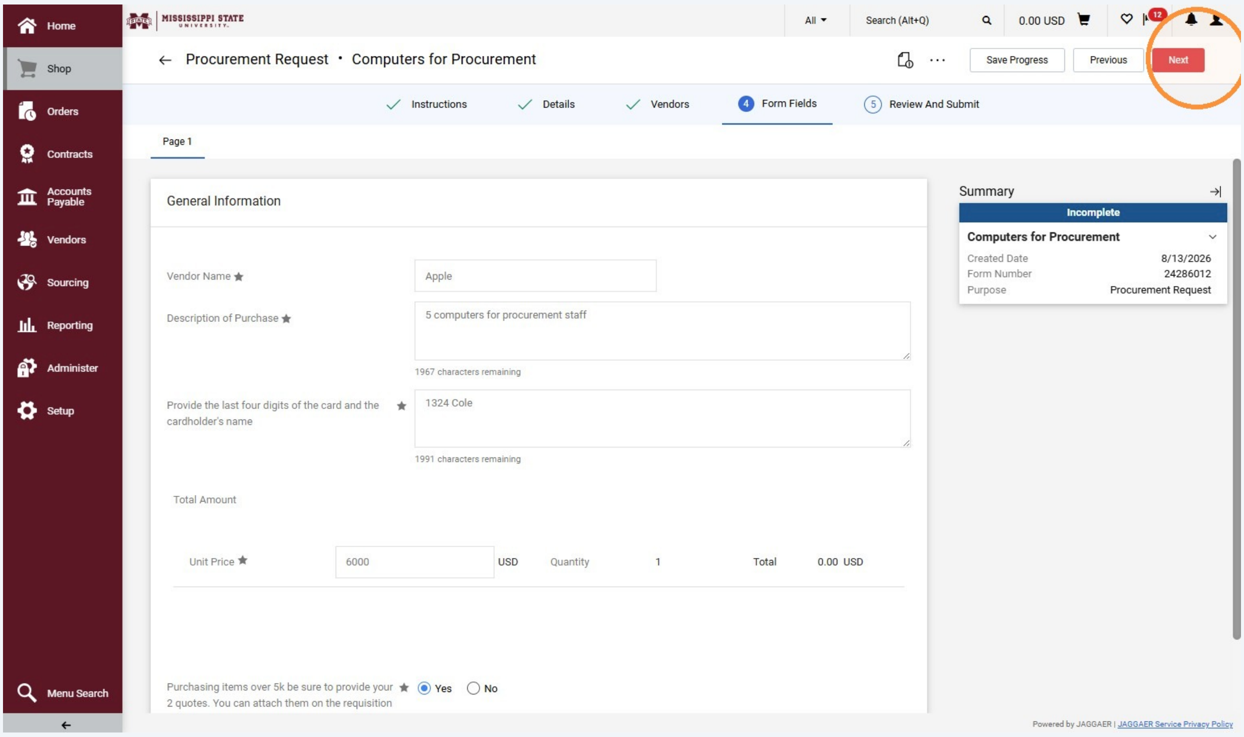
## 9 Confirm the purchase information is entered correctly



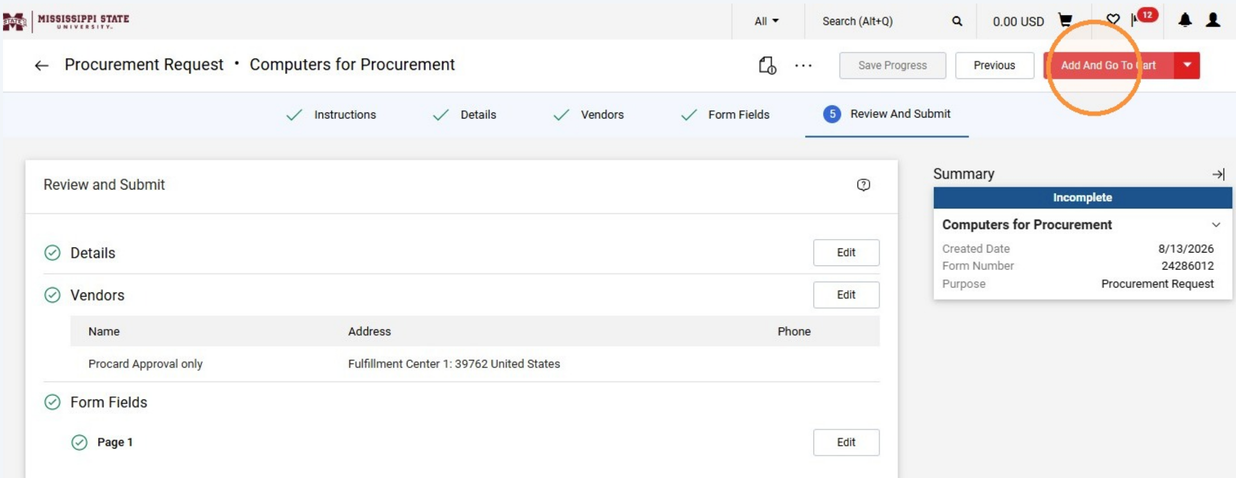

## 10 Answer the question by selecting yes or no.



## 11 Click "Next"

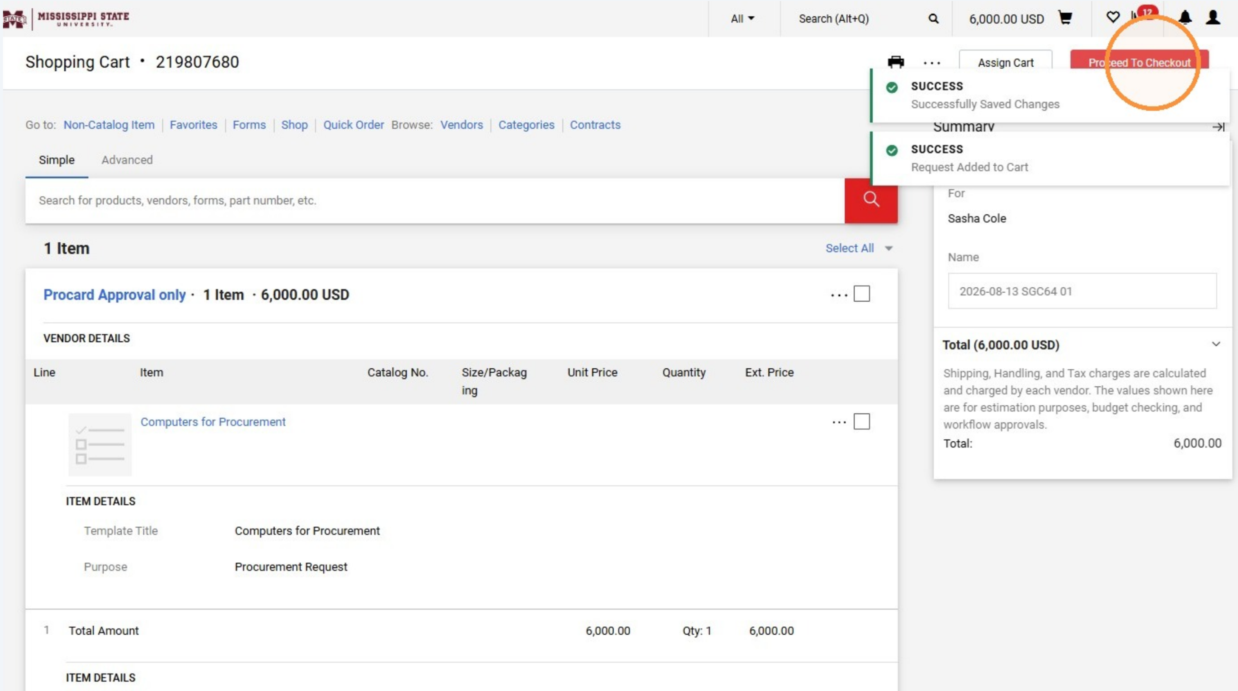



## 12 Click "Add and go to Cart"

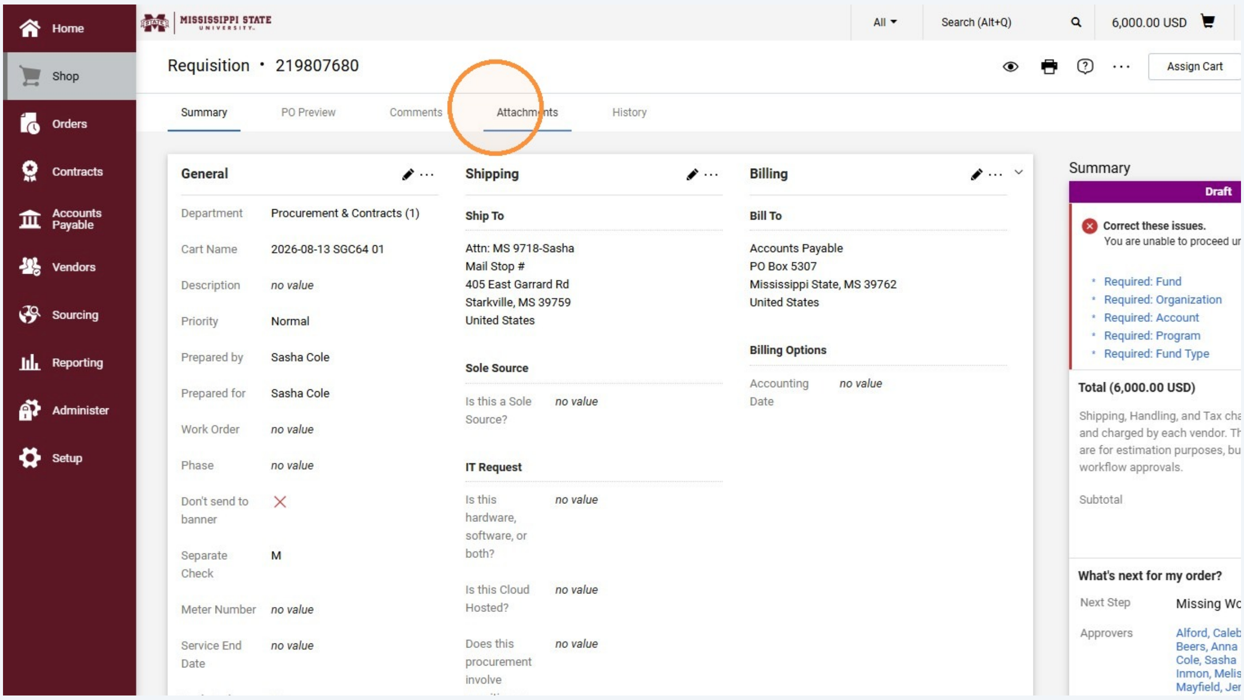


# Checkout and Attachments

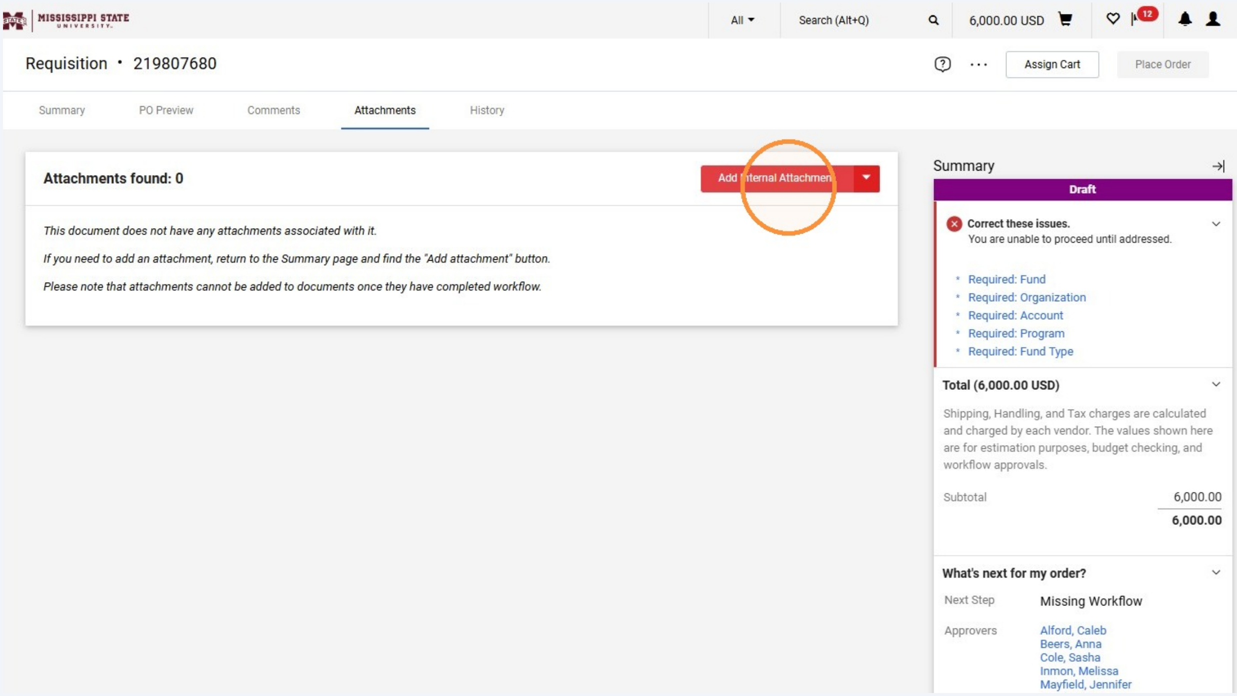
13 Click "Proceed to Checkout"



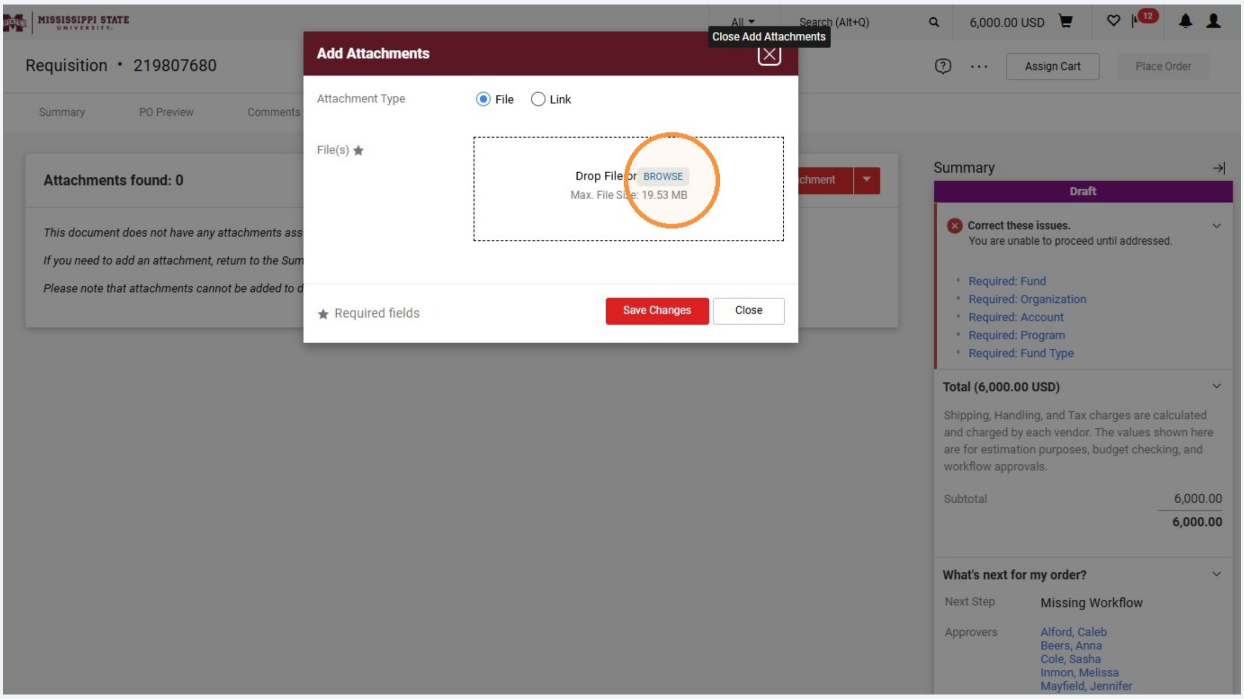
14 Click "Attachments"



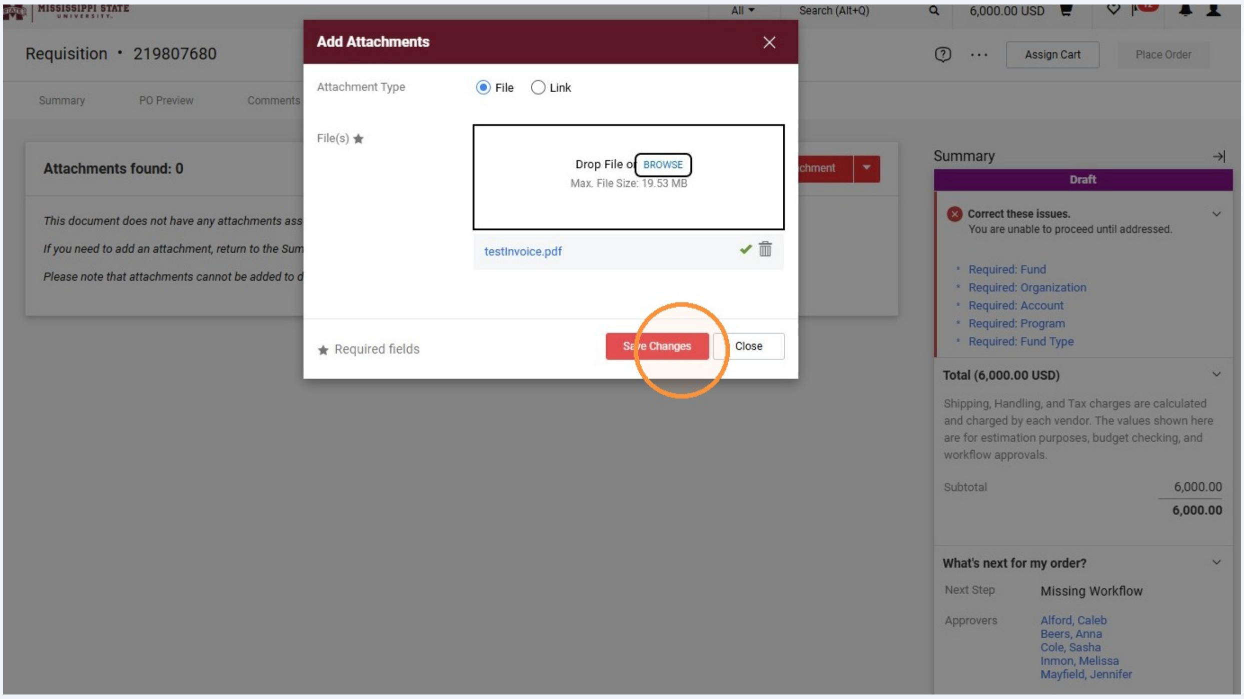
**15** Click "Add Internal Attachment"



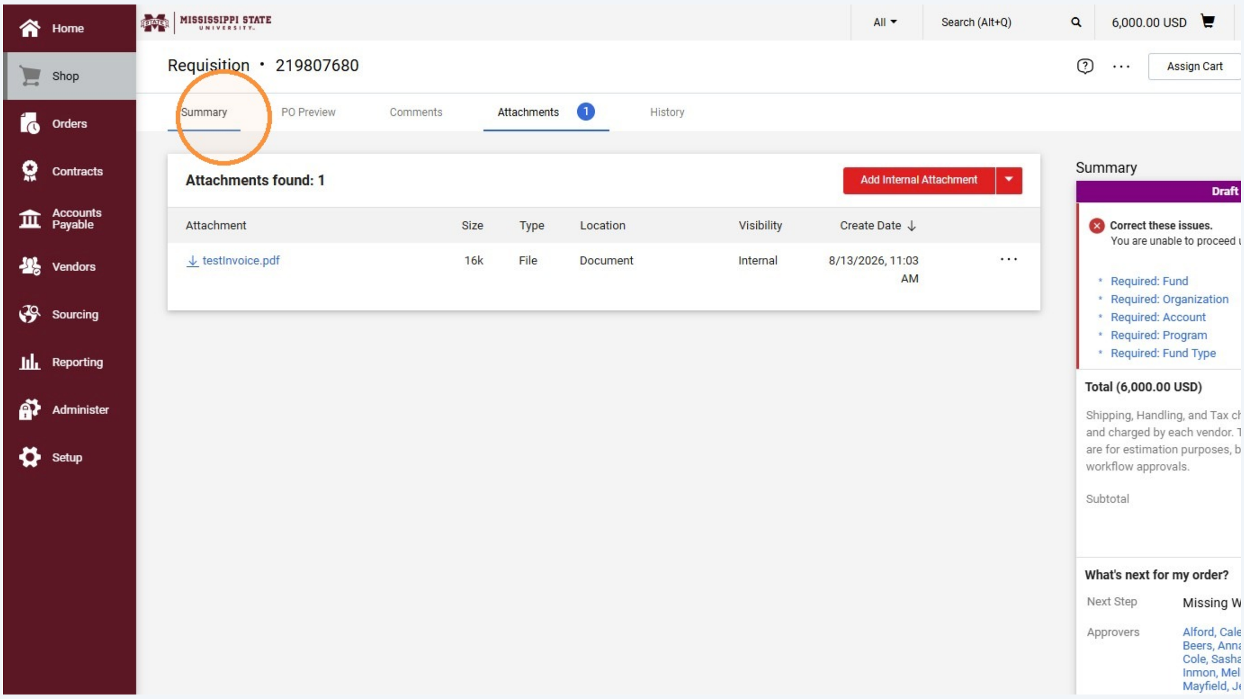

**16** Click the "File(s)" field & Attach your quote(s) here



17 Click "Save Changes"




18 Click "Summary"



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