

Ball State University
Purchasing Department
Policy: Standing Orders Procedure

Purpose

The purpose of a Standing Order is to provide a procurement method for repetitively purchased, lower dollar value goods and services during a specified period (typically the University's fiscal year). It is essentially a form of open account, which is limited in terms of the things which can be ordered, who is authorized to place the orders, the period for which it is to be open and the total amount that can be ordered. This form of purchase is useful for departments that have repetitive supply and service needs.

Use of the Standing Order

This method of procurement is to be used for repetitive non-capital purchases such as:

- Purchases which can be itemized and quantified for annual usage
- Maintenance/service agreements and contracts
- Services/items billed at a quantifiable rate plus usage fees, labor, parts, etc.

The issuance of such orders must be limited to situations where departmental needs clearly justify the use of a Standing Order. Standing Orders should only be used when a department anticipates spending more than \$1,000 and intends to do one of the following:

- Execute repeated and sustained transactions for goods or services over the course of a fiscal year.
- Pay for monthly subscription services

Standing Orders may not be used to purchase capital equipment. Standing Orders will be established only after determination that another procurement vehicle is not available.

Responsibility:

Purchasing Department
Finance Office

Other Departments Affected:

BSU departments

Original Creation Date: 6/18/2013

Last Revised: 9/17/2019