

Standing Orders Procedure

Purpose

Standing orders establish open accounts from which repetitive items may be ordered for supplies and services needed. This form of purchase is limited by, the time period for which it is to be open, and the total amount that can be ordered, and **who is authorized to place those orders**

Use of the Standing Order

This method of procurement is to be used for repetitive Non-Capital Purchases valued at \$1,000 or more, such as:

- Annual usage
- Contracts
- Labor or Services/items billed at a quantifiable rate
- Maintenance Agreements
- Service agreements
- Usage fees
- Parts

Note: Capital Equipment may not be purchased thru a standing order.
Pick one!!! Standing orders may not be used to purchase capital equipment.

Standing orders should be utilized for repetitive purchases which are intended to either:

- a) Execute at least 24 transactions for particular supplies or services; or
- b) Pay for monthly subscription services that are greater than 12 months or more during the fiscal calendar year.

*Only Exception:
A standing order may be established for purchases involving Contracts or Grants, in order for the department to track the expenses involved with those funding projects/items.*

Either the procurement card or the purchase requisition via Sci-Quest, should be utilized for repeated purchases that are less than the Universities Fiscal Calendar year.

Establishing a Standing Order

Standing orders will be established only after determination that another procurement vehicle is not available.

The standing order may remain open for one Fiscal Calendar Year.

[How to Complete Standing Order in Sci-Quest](#)