What is a Standing Order?
A type of purchase order issued to establish an account with a specific supplier to obtain specific services, during a specified time period.

- Once a standing purchase order is processed by Procurement, funds are encumbered for all future purchases with the supplier during the specified time period.

When should a Standing Order be used?
Standing Order are appropriate when purchasing services on an ongoing basis when the specific service and frequency of need are known in advance.

How to Create a Standing Order:
1. Determine the amount and frequency of purchases for the specified time period.
2. Create a Services Non-Catalog Requisition
   - In the Justification field note "Standing Order" and whether the PO needs to be communicated to the supplier as a "Not to Exceed Amount" or if it should "Remain Internal".
   - If the Purchase Order is to remain internal, the user MUST communicate the ORD number (ORDxxxxxx) to the supplier for invoice purposes.
3. The full amount of the Standing Order should be entered in the "amount" field.
   - If funds are depleted, the user can supplement the Standing Order to add funds to fulfill the commitment with the supplier. See Supplementing a PO QRG.
4. Attach all documentation to the Requisition, such as quotes, bids or estimates from the supplier.
   - If the amount exceeds $10k, attach quotes from 3 suppliers (or other appropriate documentation) to justify the purchase.

The following are examples of what should NOT be put on a Standing Order:
- Any tangible item (those typically classified as Goods)
- Short term purchases (Standing orders are typically incremental charges for services performed over a certain period of time)

For payment to be issued, supplier must send invoice to Accounts_payable@baylor.edu referencing the ORD#.