

## 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:

Determine the amount and frequency of purchases for the specified time period.

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.

**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.*

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](mailto:Accounts_payable@baylor.edu) referencing the ORD#