I. Purpose

Explains policies and procedures for procurement via standing orders.

II. Scope

Applies to all university departments and activities.

III. Policy

Standing orders are issued to accommodate a departmental need for multiple purchases with one particular source. Each purchase within a standing order must comply with UNCW policy and state regulations. The following restrictions apply:

A. Item Cost

   Individual item cost may not exceed $2000. Any item exceeding $2000 in cost must be requisitioned separately. Computer CPU’s and laptop computers must be requisitioned separately as well.

B. Time Period

   A standing order will be issued for a defined period of time. Unless otherwise specified, maximum normal terms are as follows:

   1. General funds
Remainder of fiscal year through June 30.

2. Grants

Through time period specified by purchasing agent and principal investigator.

3. All other funds

Through June 30 unless otherwise approved by issuing purchasing agent.

C. Commodity

Items purchased against a standing order are limited to the commodity description stated on that particular purchase order (for example, window blinds may not be purchased against a standing order issued for lumber).

D. Standing Orders

Standing Orders must have specific authorized buyers listed in text and a copy of the applicable standing order must be carried to the vendor by the authorized person.

IV. Procedures

A. Requisitions

Create an electronic requisition. Indicate "standing order" on a text line and indicate the commodity descriptions of the items to be purchased and the total amount to be encumbered.

B. Justification

Complete a Standing Order Request Form and forward as an attachment to the requisition. This form is used to provide justification for a standing order and to provide documentation that the Department Head and the individual responsible for the administering standing orders are cognizant of the standing order guidelines. This form must be signed by the individual responsible for administering standing orders within the department and by the department head.

C. Purchase Order

Upon Purchasing's approval of the Standing Order Request, a purchase order will be issued for the total amount to be encumbered.

D. Change Order
1. If it is discovered that the initial amount of the standing order will not be sufficient, a change order may be requested. Amounts exceeding $5000.00 are still subject to competition requirements.

2. If a change order is required after the purchase order has been created, a Requisition Input Authorization Form must be completed, approved, and forwarded to Purchasing. The form should indicate the difference in the original order. (Do not process a change order electronically.)

E. Invoice Processing

1. Upon receipt of an invoice, delivery ticket or notification from the departmental user, a photocopy of the purchase order should be made. The following information must be indicated on the photocopy:
   a. Invoice number and date (if known).
   b. Invoice amount. If not known, indicate the date of the purchase.
   c. Signature of the individual responsible for the standing order and date signed.

2. The photocopy of the purchase order (with all pertinent documentation attached) should be forwarded to Accounts Payable.

3. Every effort should be made to forward the required information to Accounts Payable immediately, as delays in processing the necessary paperwork could result in late payments to the vendor. A notification will be sent to the department when Accounts Payable has received an invoice but has not received the supporting receiving copy (photocopy of purchase order) with pertinent documentation attached.

F. Completion of Standing Order

When the standing order is completed, the Receiving copy of the purchase order must be sent to Purchasing for liquidation and closure of the purchase order.