



UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL

TITLE: Establishing a Standing Purchase Order

REFERENCE:

CATEGORY: Supply Chain Services

PAGE:

SUPERSEDES:

APPROVER: Phil Profeta

VERSION:

EFFECTIVE: May 2016

I. PURPOSE:

To provide a method for the purchase of ongoing services and/or maintenance.

II. SCOPE:

III. POLICY:

Departments that have repetitive requirements from a single vendor for ongoing services and/or maintenance may request a standing order. General goods and services should be ordered through individual purchase orders submitted through UMeNET, not through a standing order. A PCard may also be used to order approved goods up to \$2,000 per transaction/\$10,000 per month.

IV. DEFINITIONS:

V. PROCEDURE:

Departments requesting a standing order should submit a purchase requisition to the Purchasing Department. The purchase requisition must state a suggested vendor, services to be provided, amount of authorized funds, and the start and end dates of the standing order. The Purchasing Department will issue a purchase order number and the department may request services against that purchase order number for the effective period of the order and within that purchase order total. If an increase is required during the term of the standing order, a purchase requisition must be submitted to increase the PO total. A change order will need to be processed to ensure invoices are not rejected due to insufficient funds. Reference policy BSJ 010 Change or Cancellation of a Purchase Order.