**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.
3. 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**".
4. If the Purchase Order is to remain internal, the user MUST communicate the ORD number (ORDxxxxxx) to the supplier for invoice purposes.
5. **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.*
6. 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#