

# PROCUREMENT SERVICES POLICY 7 STANDING PURCHASE ORDERS

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

## 1. Purpose

This policy describes the appropriate establishment and use of standing purchase orders.

## 2. Scope

This policy applies to all University employees, departments, units and divisions.

## 3. Definitions and Roles and Responsibilities

Standing Purchase Order: a purchase order that has been issued to a vendor for a specified period to facilitate frequently recurring charges.

## 4. Policy

A standing purchase order is a purchase order that has been issued to a vendor for a specified period so that purchases can be made directly by the ordering department. A standing purchase order must be requested for a specific amount of departmental funds. When the standing purchase order is issued, the funds are encumbered upon the establishment of the purchase order. Outstanding encumbrances on standing purchase orders written against State Funds revert to the State at the end of the fiscal year, so request only sufficient funds to cover the anticipated purchases.

Standing Purchase Orders should only be used on a limited basis. Please reach out to the Director of Procurement when your department feels there is a business need to have Procurement Services issue a standing purchase order.

- Standing purchase orders are issued for services and supply items.
- Service-related standing purchase orders such as cell phones, pagers and other maintenance related items must be reviewed on a fiscal year basis.
- Service requisitions should be renewed through SpartanMart prior to the expiration of the contract.
- Items cannot be shipped against a standing purchase order beyond the period indicated.
- Items cannot be shipped in excess of the dollar amount, without authorization from Procurement Services.

## 5. Compliance and Enforcement

- The Director of Procurement Services is responsible for ensuring compliance with this policy.

## 6. Additional Information

### 6.1 Supporting Documents

[NC DOA Procurement Rules](#)

### 6.2 Approval Authority

This policy will be approved by the Interim Associate Vice Chancellor for Finance.

### 6.3 Contacts for Additional Information and Reporting

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, [mflogan@uncg.edu](mailto:mflogan@uncg.edu)
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078, [rrfleming@uncg.edu](mailto:rrfleming@uncg.edu)