STANDARD OPERATING PROCEDURE

SOP Number: Purchasing and AP 22-05

SOP Title: Standing Purchase Order

Effective Date: 3/1/22

Revised Date: 1/9/24

1. PURPOSE

The purpose of this Standard Operating Procedure is to describe the establishment of using a standing purchase order

1. SCOPE

This SOP applies to Western Carolina University employees, departments, and divisions.

1. RESPONSIBILITIES
   1. Chief Purchasing Officer – The Chief Purchasing Officer is responsible for ensuring compliance and biennial review of the policy.
2. DEFINITIONS
   1. Standing Purchase Order is a purchase order that has been issued to a vendor for a specified period to facilitate the frequently recurring charges.
3. SPECIFIC PROCEDURE
   1. Standing purchase orders may be issued for a recurring need for miscellaneous supplies of a minor nature, which are not available under existing contracts. The purchase order shall not exceed $25,000 or three months in duration without approval from the Director of Procurement & AP Services.

A department requesting a standing purchase order should submit a completed purchase requisition. In addition, the purchase requisition must include the names of individuals authorized to make purchases against the purchase order and the period of time covered by the order.

Requisitions/purchase orders for standing orders to exceed $25,000 or three months in duration must be signed by the Director of Procurement & AP Services.

When a purchase against a standing purchase order is made, the delivery ticket and/or invoice must be signed by an individual authorized on the purchase order and the ticket and/or invoice forwarded to Accounts Payable. All invoices and delivery tickets must reference the purchase order number.

Standing purchase orders will be closed out when the dollar amount encumbered or the period of time specified is exceeded.

1. RESOURCES

North Carolina Procurement Manual: <https://files.nc.gov/ncdoa/documents/files/NC-Procurement-Manual-2022-with-TOC.pdf>