DATE: April 16, 2019

TO: Deans, Directors, and Business Managers

FROM: Mary J Aldredge, Associate Director Procurement Services

SUBJECT: STANDING PURCHASE ORDER RENEWALS FOR FY 19/20

Standing orders are those that require multiple payments to be made against a project/service throughout the fiscal year.

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* All standing orders (including renewals) will be processed through WrightBuy using the Standing Order form and your WrightBuy draft cart cannot be released until July 1, 2019 or after.
* Enter the description of the project/service for the line item description and make sure to include the duration of the project/service. (Example: July 1, 2019 through June 30, 2020).
  + Requisitions that are in your draft cart and not processed until July 1, 2019 *will not* require the accounting date of July 1, 2019 to be entered.
* For those departments that require either a PO sent or payment made prior to July 1, 2019, please contact Mary Aldredge, Associate Director Procurement Services. These requests will be vetted on a case by case basis.
* If automatic payments are to be made throughout the fiscal year
  + The department must enter a note on the requisition, and then inform AP of the purchase order number and that auto payments need to be made.
* Attach the contract or a quote, or indicated a current contract number.
* Certificate of Insurance is required if supplier is providing service on campus grounds.

Purchase orders using unrestricted funds can no longer cross over fiscal years.

Remember to forward your invoices to the Accounts Payable department with the purchase order number referenced for payment processing.

Questions can be directed to purchasing@wright.edu or call extension 2411.