



Purchasing Department
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DATE: May 22, 2020
TO: Deans, Directors, and Business Managers
FROM: Mary J Aldredge, Associate Director Procurement Services
SUBJECT: STANDING PURCHASE ORDER RENEWALS FOR FY 20/21

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

- 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, 2020 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, 2020 through June 30, 2021).
 - Requisitions that are in your draft cart and not processed until July 1, 2020 will not require the accounting date of July 1, 2020 to be entered.
- For those departments that require either a PO sent or payment made prior to July 1, 2020, please see Sommer Todd's document;
 - PO Processing_FY20 into FY21.pdf. It can be found on the Controller's website at <https://www.wright.edu/controller/year-end-processing>.
- 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 unless it is a single payment.

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.