

PUR 1.21 (7/2005)

Requisition No. \_\_\_\_\_

University Department: \_\_\_\_\_ Vendor: \_\_\_\_\_

**University of North Carolina Wilmington  
Standing Order Request**

*(This form must be sent to Purchasing as an attachment to an electronic requisition for a standing order).*

**JUSTIFICATION:**

1. Purpose of Standing Order: \_\_\_\_\_  
\_\_\_\_\_
2. Time period covered by standing order (if other than specified in guidelines below): \_\_\_\_\_
3. Estimated dollar total of purchases during time period covered by standing order: \_\_\_\_\_
4. Do you anticipate a change order to increase initial purchase order dollar limit? ( ) Yes ( ) No
5. Estimated number of purchases per month (each item not to exceed \$999 limit): \_\_\_\_\_
6. Any added value criteria (i.e., distance to vendor, quality level desired, etc.): \_\_\_\_\_
7. Indicate how department will obtain merchandise:  
( ) Merchandise will be picked up by department. ( ) Merchandise will be delivered to Central Receiving.
8. Individual responsible for administering standing orders within department:  
Responsible individual: \_\_\_\_\_ Ext. \_\_\_\_\_  
Backup individual: \_\_\_\_\_ Ext. \_\_\_\_\_

**Standing Order Guidelines**

1. Individual item cost may not exceed \$999. Any item exceeding \$999 in cost must be requisitioned separately.
2. A standing order will be issued for a defined time period. Unless otherwise specified, maximum normal terms are as follows:  
     General funds:      Remainder of fiscal year through June 30.  
     Grants:              Through time period specified by purchasing agent and principal investigator.  
     All other funds:    Through June 30 unless otherwise approved by issuing purchasing agent.
3. Items purchased against a standing order are limited to the commodity description stated on that particular purchase order (e.g., window blinds may not be purchased against a standing order issued to Lowe's for lumber).
4. Items purchased against a standing order must not be on state contract or available on campus.

Purchasing is obligated to strictly enforce the guidelines herein described along with any additional requirements by the issuing purchasing agent. If your needs surpass that allowed in this method, please free to call Purchasing for assistance.

**The responsibility for purchasing within the above stated guidelines falls within your department.**  
*I have read and understand the guidelines and handling procedures set for standing orders and assume the responsibility for adhering to them. I understand Purchasing will monitor our individual purchases and any misuse will constitute cancellation of the order.*

\_\_\_\_\_  
Signature of Individual Responsible      Date      Signature of Department Head      Date