

HSC AND TULSA CAMPUSES
Standing Orders for Budget Year 2018

1. Copy the current year requisition and make all necessary changes (dates, amount, etc.).
2. Or, you may create a new requisition by entering the information from the current purchase order.
3. Enter the type of standing order in the comments field (property or equipment lease, Maintenance, etc). Enter beginning and ending dates in the comment field (ex. July 1, 2017 – June 30, 2018). If a renewal, please include the previous purchase order number in the comments for reference.
4. Create each line and enter the amount.
5. Change the Origin field to WB (waiting for bid)
6. Save your requisition.

NOTE: DO NOT budget check

7. Purchasing will issue any necessary price comparison documents and notify the department of any necessary changes.
8. When the 2018 budget becomes available, you must go back into your requisition, **change the requisition date** (ex July 1) confirm vendor # is valid, dollar amounts are correct, and change **Origin field** from WB back to **ONL**.
 - Go to **Requisition Defaults**, and confirm **Distribute by = Amount**.
 - Go to **Schedule Distribution** and confirm **Distribute by = Amount**.
 - **Budget check, click the green approve checkmark** for pending approval and **save**. Your requisition will now go to workflow and your next line approver.

If you have any questions email Purchasing Administration at askpurchasing@ouhsc.edu or phone Purchasing at 405-325-2811 to request assistance.