

HSC AND TULSA CAMPUSES
Waiting for Bid Requisitions – Budget Year 2019 Standing Orders

1. Copy the current year requisition and make all necessary changes (dates, amount, etc.).
2. You may also 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, 2018 – June 30, 2019). If a renewal, please include the previous purchase order number in the comments for reference.
4. Create each line and enter the amount. Please note: Begin first line comment by entering **FY19** – then finish with your product or service description details.
5. Change the Origin field to WB (Waiting for Bid)
6. **Save** your requisition (only). Please **DO NOT budget check or put in Pending.**
7. Purchasing will issue any necessary price comparison documents and notify the department of any necessary changes.
8. When the 2019 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 additional questions, please email Purchasing Administration at askpurchasing@ouhsc.edu or phone purchasing at 405-271-1725 to request assistance.