

## General

All UShop invoices /payments are triggered by a supplier invoice.

Each PO should contain discrete line items as opposed to miscellaneous items.

A receipt based on received **quantity** is required from the department if the PO amount is greater than or equal to \$50K or if the *Hold for Receipting* box was checked on the requisition.

Large orders may be indicated in "lots" as long as each line item "lot" is categorized in a way that meets the department's receipting needs.

**UShop PO** – One PO with one to many supplier invoices – may be used in the following ways:

### 1. Single Order

Used to order any goods or services on a one-time basis. A new requisition is submitted each time these goods or services are ordered.

### 2. Standing Order

Used to order discrete goods that will be delivered on a (regular), scheduled basis, with specified delivery dates or frequencies, as well as specific beginning and end dates. Shopper should indicate a quantity equal to the number of invoices anticipated. May include a "not to exceed" phrase.

### 3. Contingency Order

Used to order specifically defined services/maintenance on an ongoing basis, and may be considered a contingency order. In the case of emergency repairs, this order may be used for parts as a separate line item in addition to labor. Shopper should indicate a quantity equal to the number of invoices anticipated. The quantity may be based on pricing unit, such as hourly, weekly, quarterly, per job, etc.