**Users will select one of the following order types:**

**(FYI: The letter or number in front of the order type represents the coordinating Banner Code)**

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| --- | --- |
| **I-Regular Order** | **One-time standard purchase of goods or services (that are not IT, Furniture or Printing)** |
| **2-IT Regular Order** | **One-time standard purchase of IT related items such as hardware, software, software licenses, computer maintenance, software maintenance and audio-visual equipment** |
| **3-Printing Regular Order** | **One-time standard purchase of orders that involve artwork, printing, brochures, etc.** |
| **5-Furniture Order** | **Any furniture purchase, even if the transaction includes non-furniture line items** |
| **L-Standing Order-Fiscal** | **Orders that renew each year for specific supplies or services and run the fiscal year (July-June)**  **The amount for this order type is typically a predetermined amount and should include a quote or rate from the vendor showing the amount and what we will be charged for the fiscal year time frame** |
| **R-Standing Order- Calendar** | **Order that renews each year for specific supplies or services but runs different dates throughout the calendar year.**  **Example: 10-1-21 through 9-30-22**  **The amount for this order type is typically a predetermined amount and should include a quote or rate from the vendor showing what we are buying, and the amount we will be charged.** |
| **4-IT Standing Order-Fiscal** | **IT orders that renew each year for IT services, software licenses and maintenance renewals and run the fiscal year (July through June)**  **The amount for this order type is typically a predetermined amount and should include a quote or rate from the vendor showing the amount and what we will be charged for the fiscal year time frame** |
| **S-IT Standing Order- Calendar** | **Orders for IT service, software licenses and maintenance renewals that run different dates throughout the calendar year.**  **Example: 10-1-21 through 9-30-22**  **The amount for this order type is typically a predetermined amount and should include a quote or rate from the vendor showing what we are buying, and the amount we will be charged.** |
| **T-Standing Blanket Order-Fiscal** | **Blanket orders cover various supplies. They renew each year and run the fiscal year (July through June).**  **Blanket order amounts are estimated based on what the department expects to spend for the fiscal year** |
| **U-IT Standing Blanket Order-Fiscal** | **IT blanket orders cover various IT or Audio-Visual supplies. They renew each year and run the fiscal year (July through June).**  **Blanket order amounts are estimated based on what the department expects to spend for the fiscal year** |
| **Q-Physical Plant Standing $50K** | **Projects where invoice does not exceed $50K per project**  **Costing over $25K and up to $50K**  **(Used by Facilities Only)** |
| **W-Project with Retainage** | **Projects where the university holds a percentage of contract’s final payment until project completion (used by Facilities Only)** |
| **9-Employee Reimbursement** | **Transaction entered to reimburse an employee for a purchase made for the department or event, but paid for by the employee** |
| **N-Proposal Order** | **Order type used when an RFP (Formal Bid Process) should be processed by Procurement** |
| **A-Standing Lease Order-Fiscal** | **Order type used when a legal contract by which one party gives to another the use and possessions of real or personal property for a specified time in exchange for periodic payments**  **Examples include, but are not limited to, leasing of vehicles, office space and office equipment**  **The order would run the fiscal year and use account code 74215** |
| **B-Standing Lease Order-Calendar** | **Order type used when a legal contract by which one party gives to another the use and possession of real or personal property for a specified time in exchange for periodic payments**  **Examples include, but are not limited to, leasing of vehicles, office space and office equipment**  **The order would run different dates throughout the calendar year** |
| **C-IT Standing Lease Order-Fiscal** | **Order type used when a legal contract by which one party gives to another the use and possessions of real or personal property for a specified time in exchange for periodic payments**  **Examples include, but are not limited to, leasing of vehicles, office space and office equipment**  **The order would run the fiscal year and use account code 74215** |
| **D-IT Standing Lease Order-Calendar** | **Order type used when a legal contract by which one party gives to another the use and possessions of real or personal property for a specified time in exchange for periodic payments**  **Examples include, but are not limited to, leasing of vehicles, office space and office equipment**  **The order would run different dates throughout the calendar year** |