

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)

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	<p>IT orders that renew each year for IT services, software licenses and maintenance renewals and run the fiscal year (July through June)</p> <p>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</p>
S-IT Standing Order- Calendar	<p>Orders for IT service, software licenses and maintenance renewals that run different dates throughout the calendar year.</p> <p>Example: 10-1-21 through 9-30-22</p> <p>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.</p>
T-Standing Blanket Order-Fiscal	<p>Blanket orders cover various supplies. They renew each year and run the fiscal year (July through June).</p> <p>Blanket order amounts are estimated based on what the department expects to spend for the fiscal year</p>
U-IT Standing Blanket Order-Fiscal	<p>IT blanket orders cover various IT or Audio-Visual supplies. They renew each year and run the fiscal year (July through June).</p> <p>Blanket order amounts are estimated based on what the department expects to spend for the fiscal year</p>
Q-Physical Plant Standing \$50K	<p>Projects where invoice does not exceed \$50K per project</p> <p>Costing over \$25K and up to \$50K</p>

	(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	<p>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</p> <p>Examples include, but are not limited to, leasing of vehicles, office space and office equipment</p> <p>The order would run the fiscal year and use account code 74215</p>
B-Standing Lease Order-Calendar	<p>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</p> <p>Examples include, but are not limited to, leasing of vehicles, office space and office equipment</p> <p>The order would run different dates throughout the calendar year</p>
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

	<p>personal property for a specified time in exchange for periodic payments</p> <p>Examples include, but are not limited to, leasing of vehicles, office space and office equipment</p> <p>The order would run the fiscal year and use account code 74215</p>
D-IT Standing Lease Order-Calendar	<p>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</p> <p>Examples include, but are not limited to, leasing of vehicles, office space and office equipment</p> <p>The order would run different dates throughout the calendar year</p>