

Standing Purchase Order Template

The Standing Purchase Order Template includes the model recommendations for public institutions entering this type of purchasing commitment.

[Commitment Tracking Number]

[Date]

STANDING PURCHASE ORDER BETWEEN [INSTITUTION] & [VENDOR]

| | |
|---|--|
| [Institution] [Address] [Phone/Email] | [Vendor] [Address] [Phone/Email] |
| [Designated Contact] [Phone/Email] | [Designated Contact] [Phone/Email] |

PRODUCT, QUALITY & PRICING

[Institution] will purchase [insert set dollar amount] dollars per installment of the standing purchase order with [Vendor]. Installments will be comprised of [insert type and quality of product]. Individual pricing of product(s) will adhere to the following:

- [Insert pricing per unit amount/range/standard for each product included]

*** OR ***

| Product | Quality & Description | Pricing Per Unit |
|---|---|-----------------------------------|
| [Insert product number if available or name of product] | [Insert quality requirement and any additional description] | [Insert set price/range/standard] |

COMMITMENT DURATION

[Institution] will purchase the specified amount and product(s) listed on this purchase order form [insert recurring order interval]. The commitment is for [insert duration of commitment]. There will be [number of deliveries] deliveries beginning [insert start date] and ending [insert end date]. [*If there are reduced or excluded installments, list the relevant installment dates and related information (e.g., specific reduction amounts).]

PAYMENT

Installment payment from [Institution] is due to [Vendor] on [date]. Payment should be delivered in the form of [insert form of payment] addressed to [Vendor].

DELIVERY

[Vendor's] deliveries will be made on [insert day] at [insert time] every [insert recurring interval]. If an installment is delayed or will not be fulfilled, [Vendor] will notify [Institution] at the earliest opportunity. [*If there are excluded installments, list the dates where there will be no delivery.]

CANCELATION POLICY

[Institution] and [Vendor] reserve the right to cancel this order at any time without cost or obligation for any items not released against this order.

OTHER

- *Return Policy:* [Institution] may return any produce that is received in a condition not fit for consumption.
- *Price Guarantee:* The amount of the standing purchase order is the agreed total price and shall not be exceeded without advance written consent from the [Institution's designated contact] identified on the order.

By signing below, parties agree to the terms of this agreement.

| | |
|--|---|
| _____ Signature of Institution Designated Contact | _____ Signature of Vendor Designated Contact |
| _____ Printed Name of Designated Contact | _____ Printed Name of Vendor Designated Contact |
| _____ Date | _____ Date |