Use a Standing Purchase Order (SPO) Request form to request that a SPO be established and used with a specific supplier for on-going purchases made throughout the term identified. A SPO is for goods and services for a total not-to-exceed purchase order value. In order to initiate a SPO, a contract or pricing list should already be established. Boldfaced fields are required in order to submit the requisition.

Standing orders are not available for catalog suppliers.

Some goods or services such as drinking water, coffee and pantry, document destruction and ground express courier services have specialized ordering instructions please refer to the guidelines document.

For Standing Purchase Orders, always indicate in the Ship To address field where the goods should actually be delivered or the services are performed. Please be sure to add a specific Room number.

**Drinking Water Cooler Dispenser** – ReadyRefresh

- Indicate quantity and size of bottles needed for a biweekly delivery
- For additional information such as pricing, please visit the contract announcement found [here](#).
- For an example on how to complete the Standing Order form in BuySite, click [here](#).

**Drinking Water Filtered Dispenser** – Best Vendors Mgmt dba Embassy Canteen Refreshment Services

- For Bottled water, indicate size of jug (3 or 5 gallons) and indicate how many jugs should be delivered within a 2 week period
- For Filtered water, indicate the water type – Counter or Floor Standing
- List Unit location
- For additional information such as pricing, please visit the contract announcement found [here](#).
- For an example of how to complete this form in BuySite, click [here](#).

**Dry Ice** – Continental Carbonic Products Inc.

- Indicate the needed weight, type of ice (e.g. pellet/block) and delivery schedule (e.g. weekly/bi-weekly)
- For additional information such as pricing, please visit the contract announcement found [here](#).
- For an example of how to complete this form in BuySite, click [here](#).

**Coffee Services** – Best Vendors Mgmt dba Embassy Canteen Refreshment Services

- Indicate coffee services
- For additional information such as pricing, please visit the contract announcement found [here](#).
- For an example of how to complete this form in BuySite, click [here](#).
Document Destruction – Shred Authority

- Indicate frequency of Service (weekly/biweekly/monthly/Etc)
- In PO Notes to supplier list container location (ex. 3rd floor east) and equipment
- For additional information such as pricing, please visit the contract announcement found [here](#).
- For an example of how to complete this form in BuySite, click [here](#).