Recurring Payment
Purchase Orders

CATS presentation July 14, 2014
NOTICE ANYTHING?
LIKE WHAT?

MY BLANKET IS GONE!! I'VE GIVEN IT UP! I DON'T NEED IT ANYMORE!

WHEN DID THIS HAPPEN?
FOUR MINUTES AGO!
Types of Recurring Payment Orders

• Fixed Schedule, Fixed Amount

• Fixed Schedule, Variable Amount

• Variable Schedule, Variable Amount
Fixed Schedule, Fixed Amount

- Monthly Rental Payments: property lease, gas cylinder, telecom charge

- Standing Order: fixed monthly shipment of specific item(s) with established unit cost(s)
Fixed Schedule, Variable Amount

- Temporary Services
- Specific items with variable need for quantities, e.g. dairy products
Variable Schedule, Variable Amount

- Contract with milestone payments, e.g. construction of a custom telescope

- Professional service contracts for major project, e.g. marketing/branding campaign—can spread over multiple years
When to Use

• Master agreement in Purchasing
• Specific product pricing exists
• Established service contract exists, e.g. preventive maintenance agreement
• Rentals, Utilities

When Not to Use

• “Miscellaneous Supplies as Needed”
• “Shop Contracts” vendor
• No audit document for pricing reference
Requisition Set-up

• Do not enter quantities

• Enter start/end dates in correct fields (not in description)

• Notate the previous PO number if there is one
Payment Information Tab (required for Recurring Payment orders)

Select the Type of Recurring Payment.

The billing address will automatically populate.
Resources

• Contact Purchasing:
  purhelp@iu.edu
  http://www.indiana.edu/~purchase/

• Training Materials:
  http://www.indiana.edu/~purchase/training/training.shtml
Thank you!

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