



Financial Services – Office of the Controller
Bulletin 3: Standing Orders for the 2011 Budget Year
March 2010

We are quickly approaching the end of the 2009/10 fiscal year and many people have started to ask questions about setting up their standing orders to cover their procurement needs for the next fiscal year. Typically we would send out a listing of your existing standing orders as well as instructions on how to process new standing orders for the up-coming fiscal year. This year, with the implementation of the new harmonized sales tax (HST), we will be delaying this process until the beginning of April. This delay facilitates system changes within PeopleSoft to allow tax rate changes as of July 1st when HST becomes effective which helps to avoid the re-issuing of standing purchase orders with new tax rates as of that date. So it is critical we make these system changes to minimize a lot of rework.

In the meantime, you could be considering which of your current standing orders could be moved over to the Scotia Bank VISA procurement card (P-card). Many vendors prefer the P-card process as it ensures timely payment to them. We prefer you use the P-card program rather than a standing order as it eliminates invoice payments, inquiries on outstanding invoices and the problems associated with exceeding the dollar limit of the standing order. Many new vendors to Western are asking for P-cards instead of or may not even accept purchase orders. If you don't already have a P-card, consider applying for one now. For more information about the P-card program and how this can work for you, please contact Jennifer Maxwell at ext. 84580 or jhmaxwel@uwo.ca.