



Agreement # \_\_\_\_\_

**The Ohio State University  
Stores' Service Agreement  
University / Research Foundation Standing Orders**

The Stores Department is committed to providing reliable, high-quality products and services to support teaching, research and patient care for The Ohio State University. University business purchases must conform to university, research and medical center internal controls. The following item(s) have been identified as purchase requirements for your business unit that are currently made with a 100W and not through the PeopleSoft workflow approval processes. These item(s) may require special handling or are categorized in most cases as "critical need" with usage that is difficult to project in advance of the need. The following information must be provided to confirm that your business unit approves the purchase of the product or service listed below without going through the PeopleSoft workflow process.

**Term:**

**Replaces Service Agreement #**

**Product provided:**

**Estimated yearly usage:**

**Estimated yearly spend: \$**

Delivery requirements (Frequency / Quantity / Location):

**Delivery to:**

**Quantity:**

**Note: See attached procurement process.**

**ChartField:**

**Department Contact Name and Telephone #:**

\_\_\_\_\_  
Department Approver/Principal Investigator

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Senior Fiscal Officer

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone  
Individuals authorized to approve releases against this Service Agreement (3 maximum)

By signing, I am authorizing this chartfield to be added as a standing order with the Stores Department for the purchase of the product/service as outlined in this Stores Service Agreement. Should billing information or delivery requirements need updated anytime during the term of this agreement, I will promptly notify Stores in writing of any changes. I acknowledge these products can be ordered through the PeopleSoft workflow approval process but due to our business needs we are electing not to do so. We agree to abide by the Stores terms and conditions for dry ice and liquid nitrogen orders posted on the Stores web pages at osustores.osu.edu.

## Order and Reconciliation Processes Standing Orders

### UNIV / Research Foundation Organizations / Departments

- Sends approved Stores Service Agreement to Stores at 292-6913.

### Stores

- Assigns Agreement ID # i.e. (**Standing Order Dry Ice**, Fiscal Year, number SOD9001, SOD9002, etc. or **Standing Order Liquid Nitrogen**, Fiscal Year SOL9001, SOL9001, etc.)
- Delivers product as stated in Service Agreement i.e. (specific delivery schedule, Monday, Wednesday, Friday)
- Includes delivery receipt with product when delivered.
- Bills monthly using (Express Issue) Order # = Service Agreement # plus Month
- Exceptions to set delivery requirements for a Service Agreement must be recorded on a Service Agreement Release Form and faxed to 292-0546.
- Release Form may be used for one or more individual releases against a specific Service Agreement.
- **Dry Ice:** Any additions or cancellations must be made by 1:00 p.m. the business day prior to delivery. Additions to the quantity stated in the Service Agreement require an approved Service Agreement Release form.
- **Liquid Nitrogen:** Any cancellations must be made by 4:30 p.m. the business day prior to delivery. Additions to the quantity stated in the Service Agreement require an approved Service Agreement Release form.

### Department

Reconciles purchase by using the Inventory Billing report and delivery receipt(s).



# The Ohio State University Service Agreement Release Form

Service Agreement #:
Department Name:
ChartField:
Deliver to:

**Service Agreements allow for critical need purchases of a specific product. The department acknowledges these products can be ordered through the PeopleSoft workflow approval process but due to the immediacy of this purchase, are unable to do so.**

### Requirements for Use of Service Agreement:

- Exceptions to set delivery requirements for a Service Agreement must be recorded on a Service Agreement Release Form and faxed to 292-0546.
- Form may be used for one or more individual releases against a specific Service Agreement.
- Dry Ice: Any additions or cancellations must be made by 1:00 p.m. the business day prior to delivery. Additions to the quantity stated in the Service Agreement require an approved Service Agreement Release form.
- Liquid Nitrogen: Any cancellations must be made by 4:30 p.m. the business day prior to delivery. Additions to the quantity stated in the Service Agreement require an approved Service Agreement Release form.

R #	Date of Release	Delivery Date	Release Requested By	Description/Item #	Qty	Authorizing Signature	Estimated Cost
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							