You can designate your order as a **Standing Amount Based PO** when creating a cart for receiving and invoice matching purposes. This allows your PO to be reduced by **dollar amount** instead of **quantity**.

1. Create a **Non-Catalog item** cart.*
2. Enter 1 in the **Quantity** field.
3. Enter the dollar amount in the **Price** field.
4. Click **Save**, or **Save and Add another** if you are adding multiple line items.
5. Click the **Cart** icon and select **View my Cart**. The cart appears.
6. Click **Proceed to Checkout**.
7. Click the **pencil** icon in the **General** section on the **Summary** tab to edit the fields.
8. Enter a **Requisition Description** or **Business Purpose**.
9. Click the **Standing Amount Based PO** check box. This will apply to all line items.
   **Please note:** You can also update this in a future change order process.
10. Click **Assign Cart** to assign it to a Requestor, who will submit it for approval. The resulting purchase order will now be an “amount-based” purchase order that will allow multiple, partial invoices and/or cost receipts to be entered.**

**Please Note:** Do not flip the unit price and amount fields! Clicking the **Standing Amount Based PO** checkbox allows for cost-based receiving. The dollar amount will be reduced as each invoice is applied.

### FAQ

**When should I use amount-based POs?**
- Services and other complex orders where the invoice amount may be variable
- *Any time a PO is needed where invoicing will gradually draw down on the **dollar amount** (not quantity) over time*

**Can I have multiple lines with or without the same CoA?**
- Yes

**How does the $2,500 receiving threshold affect Amount Based and Standing Orders?**
- If a PO is designated as Amount Based and is **greater than** or equal to $2,500, then each time it is invoiced you will need to receive the proper **amount** to release payment
- If a PO is designated as Amount Based and is **less than** $2,500, invoices will be paid without receiving until the full amount of the PO is reached

**How does the Change Order Process work on an Amount based PO?**
- It allows you to increase the **amount** of the PO if invoices coming in will exceed the full amount

   **Example:** You create a PO yearly for snow removal for a certain amount. Weekly invoices are applied for varying amounts. Receive those amounts to release payment.

   Use the change order process if you need to increase the amount available on the PO if you run out because it’s a snowy year!
- It allows you to change the account coding on long-term standing orders as the need arises
- **Use the change order process to change an existing quantity-based PO into a Standing Amount Based PO**

* See the Non-Catalog Quick Reference Guide for more information on completing a Non-Catalog Item.

** See the Receiving Quick Reference Guide to learn more about cost receiving.