

University of Kentucky Purchasing Division	<u>Document Number:</u> 09-11	<u>Title:</u> Purchase Orders for Multiple Year Agreements	Page 1 of 1
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Some purchase agreements (e.g., long term laboratory services) may have a scope covering multiple years with lump sum amounts due each year of the agreement. A new purchase order should be established at the beginning of each fiscal year to facilitate payments within that year. The same purchase order number should not be used for multiple years' billing.

Note: This does not apply to construction purchases.