Good morning,

Purchasing has posted a new set of terms and conditions on the Procurement portal specifically for software. These are the University's standard terms, which will form the basis for negotiation in a competitive event and can be used when obtaining quotes for software with a value of less than $100K.

Also on the site is a set of Standard Purchase Order Terms and Conditions which can be used for most other purchases. The documents can be found at the following links;

**[Standard Purchase Order Terms and Conditions](https://www.uoguelph.ca/finance/standard-purchase-order-terms-and-conditions)** [1]

**[Standard Terms and Conditions for Software Purchases](https://www.uoguelph.ca/finance/standard-terms-and-conditions-software)** [2]

If you have questions, please contact:
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