

Blanket Purchase Order

Use of Blanket P.O's

Blanket Purchase Orders allow the requestor and vendor to work with one Purchase Order for the entire year. The Blanket P.O. is used when multiple purchases, payments or reimbursements are anticipated.

A QSS requisition is used to generate a Blanket P.O. Purchasing services will assign the Blanket Purchase Order Number.

A Blanket P.O. is not to be used for the purchase of excess supplies for storage. Large quantities, such as over three months supply, must be purchased on a separate requisition. See the Stores catalog in Section 2, WH-Exhibit 3.

The contents of a Blanket Purchase Order can be changed by completing a Change Order Form. See section titled "Purchasing Change Orders" for detail.

The manager who authorized funds on a Blanket P.O. is responsible for expending these funds.

Dates to submit a Blanket P.O. Request

1. Requests for Blanket Purchase Orders should be submitted 60 days before the beginning of the next (SCCOE) fiscal year.
2. Submitting on this date will ensure the use of the Blanket P. O. at the beginning of the fiscal year on July 1.
3. if the program's fiscal year closes other than June 30, requests for a Blanket P.O. are to be submitted at least 30 days prior to the end of that program's fiscal year.

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Certain items are prohibited for use with a Blanket P.O. They include: equipment, single items over \$500, and capital outlay items. These must be itemized and submitted on separate Purchase requisitions.

Note:

\*\*Single items from a external source on a Blanket P.O. cannot exceed \$500. (Unit cost of a product cannot be more than \$500.) However, this amount limit doesn't apply to the purchase of services.

\*\*Blanket Purchase Orders are no longer used for repetitive internal charges such as Print shop services, Warehouse Stores items, RTC Services and the Resource Center.