

# Fiscal Services Blanket Purchase Orders Policy and Procedures

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## BLANKET PURCHASE ORDER POLICY

### PURPOSE

Blanket Purchase Orders allow the requestor and vendor to work with one purchase order for the duration of a term specified. The blanket purchase order is used when multiple purchases, payments or reimbursements are anticipated.

### GUIDELINES

Blanket Purchase Orders should be used as a last resort. A blanket purchase order is intended to be used for purchases whereby quantity, specific item requirements, price, etc. is not known in advance. The issuance of a formal purchase order has a two-fold purpose: first it notifies the vendor that specific goods or services are required. Secondly, the purchase order is written certification that funds are available and have been encumbered for required goods and services.

A Blanket Purchase Order will be used when the requester:

- Cannot readily identify the product, quantity, or price of item/services being procured.
- Believes that more favorable pricing can be achieved by comparative shopping at the supplier's location.
- Will purchase repetitive, non-specified services or items, or categories of items from a specified supplier during a specified period.

Blanket Purchase Orders shall not be used:

- To purchase any type of equipment (technology items, furniture, etc.).
- For single items over \$500.
- Capital Outlay (land, buildings and improvements to buildings, machinery, facilities, etc.).
- For catalog purchases of any procurement when the quantity, price and type of goods or services can be identified.
- To purchase excess supplies for storage. Large quantities or orders must be purchased on a separate requisition.
- As an open line of credit or to facilitate informal orders (open account with no detail regarding the individual transaction).
- As a way to balance/manage your budget.

A site/department that does not comply with the district's policy and guidelines regarding Blanket Purchase Orders will be unable to use a blanket purchase order for purchasing for the remainder of the fiscal year. All existing blanket purchase orders under that site/department will also be closed.

### PROCESS

- The Blanket Purchase Order should include the following information in the details of a QCC Requisition:
- The time period to be covered (cannot exceed the date of the current fiscal year).
- A not-to-exceed dollar amount of \$5,000.
- A brief justification of the need for a blanket purchase order in lieu of a regular purchase order.
- A general description of the commodities/services.
- Authorized person(s) to sign or pick up.

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- Account codes.

A Blanket Purchase Order shall:

- Not exceed \$5,000 per vendor.
- Will expire when purchases reach that amount, unless the end of the fiscal year occurs first.
- All orders must be delivered, invoiced, and paid for prior to leaving before the Summer break. Deliveries made during the Summer break when sites are closed are not recommended. If deliveries are made to a site that is closed, the site will be responsible for lost/stolen/returned packages and other expenses incurred.
- Invoices must be provided to the Fiscal Office in order for payments to be made from the correct fiscal year's budget.