

PURCHASING FORMS MANUAL

Subject: Blanket Orders

Section: 7.02

Issuance Status and Effective Date: Revised 3/15/99

Definition of a Blanket Order

This type of order may be utilized to purchase a defined commodity group when only the estimated amount of money to be spent over a specified period of time is known. While a representative list of items to be purchased should be identified, the actual quantities and type of items as well as specific prices may be unknown when the purchase order is established. This arrangement expedites the delivery process by allowing the department to issue releases against the blanket order directly with the vendor until the obligated funds are exhausted or change orders increase the blanket orders value. Examples of commodities, which can be purchased using a blanket order, include miscellaneous laboratory gases, miscellaneous hardware items, advertising, art supplies, etc.

Using the Blanket Order

The University has negotiated and established purchase contracts with various vendors on an annual/multi-year basis. A list of these contracts now in effect can be viewed on the Purchasing Web page. These contracts are reviewed periodically with the appropriate department(s). Comments on overall effectiveness by using departments are encouraged and should be directed to the Purchasing Department.

Annual contracts make it possible for the University to reduce the overall administrative costs through the use of Blanket Order(s) to purchase goods and services. Under these arrangements, a Blanket Order can be initiated covering a period of time for specified dollar limits.

A Blanket Order is initiated via electronic Purchase Requisition. The department completes the requisition (per the Purchase Requisition instructions). For Blanket Orders: (1) Indicate the Purchase Order is to be a blanket purchase by noting "**Blanket***" in the commodity section of the requisition. (2) Indicate the period the PO is to effective (i.e. for the period of July 1, xxxx to June 30, xxxx). See 7.02B for 'clause' usage.

*We also ask that you use only the following commodity codes for your blanket:

BLANKET	BLANKET ORDER AS DESCRIBED
CONTRACT	CONTRACTED SERVICES
LEASE	LEASES
PREVENT	PREVENTATIVE MAINTENANCE

If the goods or services are to adhere to a delivery schedule, indicate the schedule on the body of the line text of the requisition. If there are no delivery requirements, the department will contact the vendor for additional material or supplies on an "as needed" basis. A sample of a Blanket Purchase Order request is attached.