

## PURCHASING FORMS MANUAL

Subject: Blanket Order Roll Overs

Section: 7.02A

Issuance Status and Effective Date: Revised 11-17-10

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In an effort to assist you in preparing for the start of Fiscal 'xx we have again initiated the on-line Requisition for each of the Blanket Purchase Orders from Fiscal 'xx. These were selected based on a delivery date of 6/30/xx.

The Requisitions that have been created will have the same text, dollar amounts, and accounting information as the original blanket order submitted. They are dated 7/1/xx so that they will point to the new Fiscal Year. Because budgets for the new fiscal year have not yet rolled, the Requisitions are in "suspense" at this time, and have not yet affected your budget. Note that the prior year PO# has been referenced in the Header Text of the Requisition.

To help in your planning and processing, please find attached a listing of the Requisitions created for your area of responsibility, which references the source PO and gives the original amount, the current amount including any change orders (supplements or reductions), and the amount invoiced through June 12, 20xx.

Before initiating your Blanket Order for FY'xx, you should think about using a Purchasing Card (P-Card) for these types of purchases. Contact Dawn Newton @ 768-5514 for more information on the P-Card.

### Instructions - Current

- \* Please distribute copies of this memo and the report as appropriate to Department Heads/Requisitioners who will be responsible for reviewing the requisitions.
- \* Delete any of the requisitions that are not needed next year. (Enter the Document Information of FPAREQN and press the 'Record Remove' function key twice).
- \* Review the text shown on the report and note any date or Fiscal Year specific information that needs to be corrected.
- \* These corrections can be made now, entering the Requisition via FPAREQN and navigating to the Header or Line Item Text (Please see attached sheet for information regarding "Clauses," as you may wish to change any explicit dates to a clause.)
- \* Determine the dollar amount to be used for the initial blanket next year, and any changes to accounting distribution which may be necessary. These adjustments can be made now, changing the 'Unit Price' on the COMMODITY-DATA block and revising the amount(s) on the ACCOUNTING-DATA block to match.
- \* Computer Based Training or CBT is available to assist you with the completing or deleting a Blanket Rollover on the Purchasing Training website <http://uhaweb.hartford.edu/purchase>.

### **Instructions - July**

- \* Once the budgets have been rolled (anticipated earlier than 6/26/xx), open each Requisition via FPAREQN and make any final changes to the text, unit price and amount, and/or the accounting distribution. In the ACCOUNTING-DATA block, over-type the letter 'A' under "COA" for each "Seq." # to release the suspense condition, and then complete the Requisition. They will flow through the normal approval process and be converted to Blanket Purchase Orders in the new Fiscal Year.

It is our intention to do this roll each spring. Therefore, as any new blankets are submitted, please be sure to use a delivery date of 6/30/end of FY if you want the blanket to roll forward. A delivery date 6/29 could be used to prevent the roll process for a specific order. We also ask that you use only the following commodity codes for your blanket orders (please change any of the Requisitions rolled as necessary):

<b>BLANKET</b>	BLANKET ORDER AS DESCRIBED
<b>CONTRACT</b>	CONTRACTED SERVICES
<b>LEASE</b>	LEASES
<b>PREVENT</b>	PREVENTATIVE MAINTENANCE

At this time, we also wish to make you aware that you can begin to enter other Requisitions for the next Fiscal Year. Any Requisition with a transaction date of 7/1 or future will create a PO in the new year. In that budgets have not yet rolled, these requisitions can not be completed. However, you can get a jump-start on entering the vendor, commodity, text, and accounting information and return to the Requisition to complete it once budgets have rolled.

We hope that you will find this new process helpful. Should you have any questions, please direct them to me at extension 4007 or 5514 (Dawn Newton).

## PURCHASING FORMS MANUAL

Subject: Blanket Order Use of Clauses

Section: 7.02B

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### Use of Clauses in Requisitions and Purchase Orders

It is possible in the BANNER system to represent repeating text by a "clause". This speeds data entry, and allows for the text to be changed in one location and the printed output to change for a large number of documents. This is very helpful in blanket orders, as you will not need to change the dates each year.

Some of the clauses you may see in the Requisitions that rolled and the text, which will be printed during FY '08, are shown below.

<b><u>Identifier</u></b>	<b><u>Text to print</u></b>
<b>AUTO</b>	Automotive Supplies and Materials Fiscal Year July 1, 20xx through June 30, 20xx
<b>FOOD</b>	Food for various functions Fiscal Year July 1, 20xx through June 30, 20xx
<b>FY</b>	Fiscal Year July 1, 20xx through June 30, 20xx
<b>GARDEN</b>	Garden Supplies and Materials Fiscal Year July 1, 20xx through June 30, 20xx
<b>INDUSTRI</b>	Miscellaneous Supplies and Materials Fiscal Year July 1, 20xx through June 30, 20xx
<b>OFFICE</b>	Office Supplies and Materials Fiscal Year July 1, 20xx through June 30, 20xx
<b>SUPPLIES</b>	For Supplies and Materials Fiscal Year July 1, 20xx through June 30, 20xx
<b>ELECTRIC</b>	Electrical Supplies & Materials Fiscal Year July 1, 20xx through June 30, 20xx Price per quote

### Instructions for use of Clauses

- \* Navigate to the Text Block for the Line Item Text associated with the Commodity, which is to be changed.
- \* If you need to remove existing text, position cursor on the line to remove and press the Remove Record function key, then Commit.
- \* To add a clause, press the Next Field function key to move to the "Clause #" column. Enter the Identifier (as shown above) then Commit.

Note that any individual line cannot have both Text and a Clause. You can, however, use a mixture of Text and Clause(s) and they will print in order according to the Line sequence numbers.

**Point to Remember: Any rollover requisitions processed in a Month other than July, will require the updating of the transaction date to the current date before the requisition can be processed.**

## PURCHASING FORMS MANUAL

Subject: Blanket Order Preventative Maintenance and Typewriters

Section: 7.02c

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### Instructions for Leases

Lease requisitions will be rolled to each individual Fund/Org. Process like any other rollover requisition. They will not be rolled to the Purchasing Department. The contract vendors have indicated prices will remain the same\* for FY'xx. Budget accordingly for FY'xx. Note that some leases have tax obligations. Contact Purchasing for amounts owed.

**TAX OLBIGATIONS: If you do not have a \$ buyout lease, you will be subject to 20xx property taxes. If your copier has been replaced in 20xx you will owe taxes on the model traded.**

\*(Several exceptions were noted. Those departments affected will be contacted by Purchasing.)

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**Preventative maintenance for copiers will not be rolled. You will be sent a separate letter detailing your FY'xx maintenance costs. You will not need to do a blanket order. Your account will be charged directly before July 31, 20xx through a journal entry.**

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### Instructions for Typewriters

Jim Colla of Allstate Business Machines (ABM) will clean and tune-up departmental typewriters from July through October. It will be a building by building, department by department process. A department representative will be asked if they want their typewriters cleaned and inventoried. If a department *does want* the yearly preventative maintenance contract, the department representative will be asked to authorize the yearly contract by signing a master list and assign an account number to charge the maintenance contract and yearly cleaning. If a department *does not want* the maintenance contract and cleaning for the whole department or individual typewriter, it must be indicated on the master list; otherwise you may be charged for the service.