

Purchasing Guidelines Blanket Purchase Orders

Use of Blanket Purchase Orders:

- Blanket Purchase Orders allow the requestor and vendor to work with one Purchase Order for the entire fiscal year. The Blanket PO is used when multiple purchases, payments or reimbursements are anticipated.
- A QCC Requisition is needed to generate a Blanket PO. Purchasing Services will then assign the Blanket PO Number.
- A Blanket PO is not to be used for the purchase of excess supplies for storage. Large quantities, such as over a 3-month supply, must be purchased on a separate requisition.
- The contents of a Blanket PO can be changed by completing a Purchase Order Change Form
- The manager who authorized the funds on a Blanket PO is for approving expenditures acquired.

Dates to Submit a Blanket Purchase Order Request:

- Requests for Blanket Purchase Orders should be submitted 60 days prior to the start of the new SCCOE Fiscal Year. For example, if the Fiscal Year ends on June 30th, a request for a Blanket PO should be submitted by April 30th.
- Submitting on a timely manner ensures the use of the Blanket PO on the start of the new Fiscal Year (July 1st).
- If the program's Fiscal Year closes on a different date other than the SCCOE's Fiscal Year ending, requests for a Blanket PO are to be submitted at least 30 days prior to the end of that specific program's Fiscal Year.

Certain items are prohibited for use with a Blanket PO. They include:

- Equipment
- Single items over \$500
- Capital outlay items

These must be itemized and submitted on a separate purchase requisition.

** Single items from an external source on a Blanket PO cannot exceed \$500. (Unit cost of a product cannot be more than \$500). However, this amount limit does not apply to the purchase of services.