



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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REVISION  
4

PAGE  
E2-120.0.4

SUBJECT

PURCHASING

SUB-TOPIC

PURCHASES WITH FUNDS HELD LOCALLY - Continued

D. **Blanket Order:**

A blanket order is defined as follows: A non-repetitive order or a non-specific quantity of an item(s) from a specific source. (See Exhibit E11.) An example follows: Color slide development, for a one-year period, for various film sizes from a specific developing firm.

Blanket purchase orders are used by the University in limited numbers. Blanket orders are issued only upon approval of the Purchasing Department and only for funds held locally which are not federal grants or contracts.

Once approved a blanket order operates as follows:

1. A purchase order is issued to the vendor detailing scope and pricing.
2. The department requisitions the specific one-time request which authorizes the Purchasing Department to release the vendor for this action.
3. Vendor performs and returns products to department.
4. Vendor sends invoice to Accounts Payable.
5. Accounts Payable releases payment based upon requisition copy approved by Purchasing.

To request establishment of a blanket order, please contact the Purchasing Department. The following information will be required:

1. Type of goods or services desired.
2. Effective dates.
3. Estimated total expenditure and detail of anticipated usage.
4. Special terms and conditions.