

BLANKET AND ISSUE AND PAY

1. Blanket: Check this box when entering PND's for vendors that you will be using throughout the year. For example; Barnes and Noble for books, Contract Vendors that will be performing ongoing services, items that are billed monthly like Journal News for paper delivery, etc.
2. Issue & Pay: Check this box when entering PND's for memberships, license renewals, subscription renewals, conference registrations, hotel stay that requires prepayment and for which there is a proforma invoice attached, etc. Anything that should be paid and does not need an additional invoice. **NOTE: There MUST be an invoice or renewal attached.**

The screenshot shows a software window titled "Purchase Order [Add ToBeAssgnd]". At the top right, a cyan bar indicates "Entry In Progress". Below this, there are fields for "P.O. #", "Other Reference", "Description", "P.O. Date" (set to 11/05/2018), and a year dropdown (set to 2019). A tabbed interface includes "Information", "Line Items", "P.O. Text", "Budget Distr.", "Fixed Assets", "Vendor Addr", "Vendor Notes", and "Attachment". The "Information" tab is active, showing fields for Vendor, Fund, Requisitioner, Requestor, Location, and Department, each with a search icon and a dropdown menu. The "Vendor Notes" tab is also visible, containing checkboxes for "Blanket", "Confirming", "Print Original" (checked), "External Attachment", "Recurring", "Issue & Pay", and "Manual". Two blue arrows point to the "Blanket" and "Issue & Pay" checkboxes. A "Transfer" button is located below the checkboxes. At the bottom, there are sections for "Order Address" and "Shipping Address", each with an "Address ID" field and a "Contact" field. The "Shipping Address" field is populated with "Mamaroneck Union Free School District, 1000 West Boston Post Road, Mamaroneck, NY 10543".

1

2