
BLANKET PURCHASE ORDERS & INVOICES

A BPO is issued to purchase expendable items from a single vendor over a certain period of time, often being the fiscal year. Items are purchased using one purchase order rather than processing separate orders each time supplies are needed.

This BPO is **NOT** valid on the following items:

- Individual items costing more than \$499.99 (including tax and freight), Equipment, Service /Maintenance Contracts, Gift Cards, Furniture, Copiers, Printers, Large Office Equipment, Technology Equipment (including computers, tablets, software, etc), Electronics, MP3 Players, Cameras, Camcorders, Cell Phones, Handheld Radios, Chemicals, Tobacco Products, Alcohol, Pharmaceuticals, Cosmetics, Pet Supplies, Household Items.
- Purchases that are not allowable district materials (cleaning products, insect repellent), other toxic or hazardous substances, or any purchase other than what is specifically stated on the purchase order.
- Purchases violating state and federal law, California Education Code, Public Contract Code, Government Code, Health and Safety Code, Environmental Protection Agency, OSHPD, ANSI/BIFMA
- All Food/Snacks that violate the District's Wellness Policy
e.g. candy, missing form 3330 "Expenditure of Funds" form (see Superintendent Memo 5/01/18)

BPO's may only be utilized by the names of individuals who are listed on the BPO as authorized signatures.

PROCEDURE

- Invoices, receipts and/or packing slips must be sent to Accounts Payable ***immediately*** to ensure prompt payment to the vendor.
- All BPO invoices, receipts, and/or packing slips must include the following information before being sent to Accounts Payable for payment:
 - Vendor name
 - Description of items being purchased
 - Blanket Purchase Order Number
 - **Printed name, Signature and Date**

The site/department is responsible for indicating the BPO number and authorizing name and signature. Accounts Payable will return invoices, receipts, and/or packing slips to the site/department if any of this information is missing which will delay payment and may result in late fees/service charges being charged to the site/department. Delays may also result in account holds for the entire district. Delays caused by a site/department may result in loss of BPO privileges.

- There must be an adequate balance in the blanket purchase order. If additional funds are needed, a change order to the purchase order must be processed by generating a new requisition requesting add-on funds to the BPO.

At the end of the fiscal year, all BPO's will automatically be closed.

***MISUSE OF BPO AND/OR FAILURE TO FOLLOW BPO PROCEDURES
MAY RESULT IN CANCELATION OF BPO.***

For any questions, please contact the Purchasing Department at (209)331-7160 or purchasedept@lodiUSD.net.