

CHAPTER 17

BLANKET PURCHASE ORDERS

- 17-1** Blanket Purchase orders provide a mechanism whereby schools and departments may purchase items or services on an as required and often over-the-counter basis. There is a limit on the period of time they are to be valid, the maximum amount of money which may be spent at one time or within a period of time, and the type of commodity or services that can be obtained.

There are three types of Blanket Purchase Orders:

A. CONTRACT PURCHASE ORDERS

- Contract Purchase Orders are orders issued against an approved contract.
- This PO is used to encumber funds in anticipation of goods or services being provided in accordance with the contract's terms and conditions.
- The total encumbrance will be limited to the budgeted funds.

B. OPEN MARKET PURCHASE ORDERS

- Open Market Blanket Purchase Orders are orders issued for miscellaneous items or materials, supplies, parts, etc, of relatively small dollar amounts on a repetitive basis.
- The total encumbrance is limited to \$5,000 for the fiscal year.

C. GRANT- FUNDED PURCHASE ORDERS

- Grant funded purchase orders are issued for the grant period and do not have to be reissued at the close of the fiscal year.
- The total encumbrance will be limited to the amount of the grant.

All types of blanket purchase orders limit the cost of any single item to \$1000.

All single items over \$1,000.00 are considered an asset and may not be purchased on a blanket purchase order.

17-2 REQUESTS FOR BLANKET PURCHASE ORDERS SHALL BE MADE VIA PEOPLESOFT SYSTEM

- A. Enter a requisition into PeopleSoft as a Special Request.
- B. The amount assigned to the requisition should be the amount of anticipated purchases through the end of the current fiscal year or the end of the contract period, whichever comes first, and should not exceed the limits prescribed above.
- C. The appropriate Purchasing personnel will review and approve the issuance of a blanket order.
- D. Blanket Orders must contain the following information:
- Description of items to be purchased or services to be provided.
 - The period of time the blanket order will remain valid not to exceed June 30th of the current fiscal year.
 - The maximum not to exceed amount.

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- Persons authorized to purchase.
- Contract number and title (if applicable)

17-3 ORDERING GOODS AND SERVICES

- A. Prior to ordering from the vendor, obtain the available balance on the blanket purchase order.
- B. Arrange for delivery or pickup of items ordered. Always give the vendor the blanket purchase order number you are ordering against to avoid delay in payment of invoices.
- C. If questions exist regarding discounts or the appropriate ordering catalog to be used, contact the appropriate Purchasing Agent in the Purchasing Department.
- D. Perform an inventory of items received and compare them with your request to the vendor. Confirm that all items appearing on the vendor's invoice were delivered as ordered.

17-4 APPROVING BLANKET PURCHASE ORDERS FOR PAYMENT

- A. Receive your invoice by entering a receipt into PeopleSoft for the dollar amount you wish to authorize for payment.
- B. Payments against blanket purchase orders are made on an ongoing basis, therefore, it is not necessary to withhold payment until all of an individual order has been completed.
- C. Receipt discrepancies, pricing errors or any other problems should be immediately reported to the vendor for correction.

17-5 CLOSING OUT YOUR BLANKET PURCHASE ORDER

- A. "Open Market" and "contract" blanket purchase orders issued against general funds may only be used in the fiscal year the order was issued.
- B. The total of all invoices approved should equal or be less than the total dollar issued on the purchase order.
- C. After all invoices have been paid, send an email to closeporequest@palmbeachschools.org to close the purchase order.
- D. The school/department must submit a new requisition to Purchasing in order to have a purchase order issued for the next contract period and new fiscal year.
- E. Capital Projects funded Blanket POs will remain open unless a written request to close out the PO is submitted by the Capital Projects Department.
- F. Grant funded blanket purchase orders will remain open for the grant period and do not need to be closed out at the end of the fiscal year.