

PURCHASING STANDARD OPERATING PROCEDURES (EXTERNAL)		NO: PX-221
Title: <b>OPEN “BLANKET” PURCHASE ORDERS</b>		Approved:
Date: Apr. 3, 2024	Supersedes: Aug. 18, 2008	Page 1

1. **PURPOSE**

To provide the schools and departments with instructions for the proper use of Open “Blanket” Purchase Orders.

2. **SCOPE**

This SOP applies to all standing lump sum orders for unspecified items to be filled over an extended period.

3. **USAGE**

Open Purchase Orders, or “Blanket” POs have two distinct uses:

- a. To encumber funds to make multiple purchases from a single vendor over the course of the fiscal year, and the individual purchases do not require documented competition. (e.g. officiating fees for athletic events, rental of ice time, hardware, tools, food, etc.)
- b. To encumber funds to pay for a single purchase of multiple items that have not been specifically identified prior to making the purchase, (e.g. “Estimated materials fees for book fair.”)

4. **BIDDING/COMPETITION REQUIREMENTS** Blanket Purchase Orders are not intended for the purchase of items requiring competition. Submit a Purchase Order Requisition for the purchase of items exceeding competition thresholds. Refer to SOP PX -120 (Informal Quotes), which outlines competition thresholds and procedures for obtaining informal telephone quotes. The Purchasing Department shall facilitate all formal quote solicitations.

5. **PROCUREMENT TRANSACTIONS**

- a. If/when a Vendor agrees to allow payment by “Blanket” PO, a Purchase Order Requisitions shall be input into the Financial Management software system (Munis) in accordance with procedures specified in SOP PX-100.  
**Requisition Header.**
  - Main Tab
    - ‘Ship To’ address should be either Will Call or the school/dept address.
    - ‘Receive by’, (Amount).
  - Terms/Misc. Tab. Select Requisition ‘Type’, (Blanket).
- b. An authorized Purchase Order shall be generated by the Purchasing Dept. and furnished to the end user and the Vendor for future billing purposes.
- c. Vendors shall reference the applicable Blanket PO number on their invoice and submit directly to Accounts Payable.

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**6. TYPICAL "BLANKET" PURCHASE ORDER NOTES, to be applied to all blanket Purchase Order documents issued to Vendors.**

a. GOODS

ADMIN NOTE; WILL-CALL "BLANKET" PO FOR LOCAL STORES  
 PERIOD: JULY 1, 20XX - JUNE 30, 20XX  
 AUTHORIZED USERS, ELIGIBLE TO PICK UP SUPPLIES CHARGED AGAINST THIS  
 ACCOUNT: (BEARER OF THIS PO), AND:

INSTRUCTIONS TO VENDOR:

1. WE REQUEST THAT YOU ESTABLISH AN OPEN ACCOUNT FOR PURCHASES OF MISCELLANEOUS (ON-HAND, NO BACKORDERS) SUPPLIES NORMALLY PROVIDED BY YOUR FIRM TO THE FNSB SCHOOL DISTRICT. THIS REQUEST IS MADE TO EXPEDITE THE MANY SMALL "SUPPLY" PURCHASES REQUIRED FOR TEACHING AND LEARNING, AND FOR THE DAY TO DAY OPERATIONS AND MAINTENANCE OF SCHOOL DISTRICT FACILITIES.
2. RECEIVE A LEGIBLE SIGNATURE FROM THE DISTRICT EMPLOYEE ON ALL INVOICES OR SALES TICKETS/RECEIPTS AND FURTHER IDENTIFY THE EMPLOYEE BY CHECKING THEIR DRIVER'S LICENSE.
3. SUBMIT INVOICES TO THE FNSBSD ACCOUNTS PAYABLE DEPT FOR EACH PICK UP OF SUPPLIES WITH EACH INVOICE REFERENCING THIS PO NUMBER, PAYMENT WILL BE MADE WITHIN 30 DAYS OF RECEIPT OF AN INVOICE.

INSTRUCTIONS TO SCHOOL DISTRICT STAFF:

1. THIS PO IS FOR SMALL PURCHASES, FOR (SUPPLIES) ONLY. EQUIPMENT (ASSETS =>\$500) CANNOT BE PURCHASED WITH THIS BLANKET PO. AS IT RELATES TO COMPETITION, PURCHASES MADE UNDER THIS DOCUMENT SHALL NOT EXCEED \$999.99 PER LINE UNIT COST, NOR EXCEED \$2499.99 PER EXTENDED LINE TOTAL COST IN ACCORDANCE WITH SCHOOL BOARD PURCHASING POLICY 440-442 AND ADMINISTRATIVE REGULATION 440.12.

PURCHASE OF "SERVICES" ARE NOT AUTHORIZED UNDER THIS BLANKET PO.

2. PRESENT A COPY OF THIS PO TO THE VENDOR AS A FORM OF PAYMENT, FOR EACH PURCHASE.

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b. SERVICES

ADMIN NOTE; BLANKET PO FOR SERVICES; PERIOD OF PERFORMANCE: JULY 1, 20XX - JUNE 30, 20XX

ISSUED IN ACCORDANCE WITH THE SERVICE AGREEMENT ON FILE WITH YOUR FIRM.

INSTRUCTIONS TO VENDOR:

1. SUBMIT INVOICES TO THE FNSBSD ACCOUNTS PAYABLE DEPT FOR EACH INVOICE REFERENCING THIS PO NUMBER. PAYMENT WILL BE MADE WITHIN 30 DAYS OF RECEIPT OF AN INVOICE.

INSTRUCTIONS TO SCHOOL DISTRICT STAFF:

A BLANKET PO IS NOT AUTHORIZED FOR THE PURCHASE OF SERVICE WITH AN ESTIMATED COST OVER \$20,000.