PERRIS UNION HIGH SCHOOL DISTRICT

155 E. Fourth Street, Perris, CA 92570
951-943-6369

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Superintendent: Dr. Jose Luis Araux

Dr. Marguerite Williams
Assistant Superintendent
Business Services

Dr. Shanna Egans
Assistant Superintendent
Educational Services

Alfredo Andrade
Chief Human Resources Officer

TO: All Administrators, Accounting Clerks, Program Leads, and ASB Clerks

FROM: Carmen Ochoa, Director of Purchasing

DATE: August 12, 2025

SUBJECT: **2025-26 Guidelines on the Use of Blanket/Open Purchase Orders**

Purpose of Blanket Purchase Orders

Blanket POs allow multiple purchases to be made from the same vendor under one purchase order throughout the fiscal year. They are designed for recurring, pre-approved expenses and help reduce administrative overhead, expedite procurement, and ensure consistent pricing. Please review the funding restrictions and approvals below. As part of our continued effort to streamline procurement processes and support operational efficiency, the District is expanding the strategic use of Blanket Purchase Orders (BPOs) for designated recurring expenses.

Effective immediately, school sites and District offices may request the issuance of BPOs for eligible purchases, including Amazon purchases. All purchases must be included in the sites or departments approved budget and must not exceed the authorized BPO limit. **Important Note:** Expenditures must also be included in the grant budget and program plan. All purchases must be included in the site or departments approved budget and must not exceed the authorized BPO limit.

Eligible Program Areas and Strategic Use

Program Area	Allowable Use for Blanket POs	Funding Source
Culinary Programs	Food supplies, ingredients, small kitchen equipment	District or Program Funds
FFA / CTE Programs	Project materials, tools, farm supplies, instructional resources	District, Perkins, or Grant Funds
Athletics	Equipment, uniforms, awards, tournament fees, officiating services, transportation for team travel	ASB or District Funds
ASB Programs	Event supplies, promotional items, student club materials	ASB Funds Only

Funding Restrictions & Approval Requirements

Pre-Approval for Certain Funds

For budget oversight and monitoring, open purchase orders (POs) utilizing Title I, Supplemental, or Concentration funds must receive prior approval from the Assistant Superintendent of Educational Services before submission to Business Services. Submit the email approval as backup documentation.

Board of Trustees: Jamie Anaya - Steve Campos - Edward Garcia, Jr. - Charles Hall - Anthony T. Stafford, Sr.

Alignment with Strategic Plans
All expenditures must align with the approved goals outlined in the Grant Program Plans, School Plan for Student Achievement (SPSA), and the Local Control and Accountability Plan (LCAP).

Purchase Limitations

- Equipment purchases over $500.00 are not permitted (as noted on the PO). Please submit a regular purchase requisition for these items.
- The maximum amount per transaction is $5,000.00 using discretionary funds.
- Exceptions apply to CTE Programs, Maintenance & Operations, Tierrabites Cafe, Athletics, and ASB Programs. The limit for these programs will be based on 2024–2025 actual expenditures to avoid elevated workloads for purchasing and accounting staff.

Reminder: Title I, LCAP, and federal funds must be pre-approved by Educational Services.

Invoice Submission
Invoices must be submitted to accounting within five (5) business days of delivery receipt.

Budget Monitoring
Departments are responsible for tracking all purchases to ensure sufficient funds remain on the PO before making additional purchases.

Requesting a Blanket PO
To initiate a BPO request:

1. Complete the Blanket PO Request Form, indicating:
    - Vendor
    - Purpose
    - Estimated total amount
    - Time period
    - Funding source
2. Submit the form for approval through your usual site or department requisition workflow.
3. For Title I, Supplemental, or Concentration-funded POs, route to Educational Services for approval before sending to Business Services.
4. Ensure all purchases using the BPO are tracked and reconciled against the approved budget.

Important Reminders

- ASB funds may only be used for student-related activities and must follow ASB accounting guidelines.
- BPOs may not be used for capital equipment or one-time large purchases.
- Sites are responsible for monitoring expenditures to ensure BPOs are not overspent.

Cc: Dr. Araux and Cabinet Members
Marguerite Williams, Assistant Superintendent, Business Services
Fiscal Services
Purchasing
Accounting