

Update to Requisition Request Form - Amount Only PO Option

Hello Purchasing Community!

Based on your feedback, we have updated our Requisition Request form to add an **Amount Only** option for situations where you need to receive by cost and not quantity. You will now see options for both **Amount Only** and **Blanket Purchase Orders** reflected on any NEW Requisition Requests.

Please **DO NOT** submit Change Requests to update existing Purchase Orders, as this will cause unnecessary workload.

Does this requisition involve any of the following?

<input type="checkbox"/> Construction or renovation of Tampa buildings/grounds	<input type="checkbox"/> Use of a USF logo	<input type="checkbox"/> Services provided by an Independent Contractor	<input type="checkbox"/> Perquisites for employees
<input type="checkbox"/> Departmental copier leases	<input type="checkbox"/> Non-standard technology requiring UTSS approval	<input type="checkbox"/> Cell phone/cell data/computer air cards	<input checked="" type="checkbox"/> Amount Only Purchase Order
<input checked="" type="checkbox"/> Blanket Purchase Order	<input type="checkbox"/> Purchase of Vehicles	<input type="checkbox"/> Subagreements	<input type="checkbox"/> Purchase of Assets
<input type="checkbox"/> Direct Owner Purchase Order (DOPO)			

- **Blanket Purchase Orders** are RARE and are used to create POs that can be received “by cost” rather than “by quantity” when placing repeated orders for different or unknown quantities of items over a defined time frame within the same fiscal year. These are typically backed by a fixed price list.
 - COMMON USES: Material or supply orders, copier lease or copier usage payments.
- **Amount Only Purchase Orders** are COMMON standing orders, typically backed by a service or consulting agreement, where we are invoiced over a defined time frame within the same fiscal year by amount rather than by quantity, or when the quantities are unclear.
 - COMMON USES: Service, Software and Consulting agreements, flat rate agreements.

For both Blanket PO requests and Amount Only requests PO's should only have a single line with a unit of “LT” (LOT) and a quantity of “1”. In each case receipts will default to “cost receipts” rather than “by quantity”.

Please take time to review more detailed information available on our [WEBSITE](#).

Still have questions? Please direct to usfpurchasing@usf.edu

Thank you!

Procurement Services

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University of South Florida