Blanket Purchase Orders

Blanket Purchase Orders are an available tool to the University when there is a need for repeated purchases of the same commodity, type of commodity or service and a PCard is not the most cost-effective means to buy. Blanket purchase orders create purchasing process and payment efficiencies while enabling adherence to purchasing regulation. They can assist in avoiding after the fact purchase orders and in encumbering funds obligated over a defined time frame in a fiscal year for specific commodities or services.

Blanket purchase orders requisitions must check the “Blanket Purchase Order” selection on the Bull Marketplace requisition form and should be submitted as a one-line requisition. Blanket purchase order requisitions with more than one line may be rejected unless a clear description is provided by line and Accounts Payable will have a clear indication on which line specific invoices will be applied. **Keep in mind that indicating a blanket order will make all lines default to receiving by amount-only. On your line(s), Quantity will always be "1" and Unit of Measure will always be "LT (LOT)."** Requisitions submitted with lines which do not follow this format will be returned to the Requester.

Blanket Purchase Orders are generally, but not always, low dollar repetitive purchases of commodities or services. Blanket purchase orders must still follow regulations guiding dollar thresholds for competitive quotes and solicitations [USF Regulation USF4.02010(IV)(A)] and contract requirements [USF Regulation USF4.2010(IV)(B)]. Single Source blanket purchase orders still require justification or USF Regulation exemption [USF Regulation USF4.02010(IV)(A)(2)(b)]. Blanket purchase orders should have an underlying pricing schedule or service contract. There are many sources for such agreements/contracts and the Procurement Department can assist in establishing or finding such agreements/contracts.

Requisitions for blanket purchase orders require a brief, general description of the commodity or service being purchased, future effective dates, the previous year’s Purchase Order number (if applicable) and authorized departmental buyers. Blanket purchase order requisitions with more than one line must have a clear description by line enabling Accounts Payable to have a clear indication on which line specific invoices are to be applied. Any additional justification or contractual relationship should be noted in the requisition comments.

The dollar value of a blanket purchase order should be based on available knowledge of the anticipated spend. This may be derived from sources such as prior year spend, requirement changes, contract commitments and project/grant budgets. It is the department’s responsibility to manage blanket order spend and to submit any required change orders in a timely fashion (i.e. prior to exceeding encumbered spend limits originally established). Changes that exceed competitive quote and solicitation requirements may require acceptable justification.

For E & G funding, blanket purchase orders are usually dated for the fiscal year (e.g. 7/1/xx-6/30/xx) but may be rolled over to next fiscal year to cover June purchases. Rolled E&G funded purchase orders do not convert to carry-forward. New fiscal year blanket orders must be requisitioned by the end of July in any fiscal year. Old blankets should be closed. Grant accounts can run through the end of the grant.
Blanket orders may not be used for the purchase of equipment as defined by Asset Management.

Blanket orders may not be placed with suppliers available through the Bull Marketplace as PunchOut Suppliers.

There are many blanket order examples. The following are a few examples of allowed blanket orders:

- Regular preventive maintenance contracts with varying rates based on competitive quotes (if over $5,000)
- General Supplies from a company where PCard use results in a transaction fee
- Copier payments and estimated usage overages based on the Computer Store’s ITN for the copiers and their service or an existing agreement prior to the ITN

*Note that where possible and allowed, the University PCard should be used to make these types of purchases.*

Any questions regarding blanket orders may be address to your Procurement Agent or Procurement Services (4-2481).