

## 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. 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 are designated as Amount Only in FAST. They 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 USF4.02030) and contract requirements (USF Regulation USF4.2060). Single Source blanket purchase orders still require justification or USF Regulation exemption (USF Regulation USF4.02040). Blanket purchase orders should have an underlying pricing schedule or service contract. There are many sources for such agreements/contracts and the Purchasing 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. 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's spend, requirement changes, contract commitments and project/grant budgets. It is the department's responsibility to manage a blanket order's 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. 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 Property Services.

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

- Regular preventive maintenance contracts based on competitive quotes (if over \$5,000)
- Temporary employment over a defined period based on the competitively solicited Kelly Services agreement or other valid agreement
- 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
- Anticipated lab supplies from Fisher Scientific based on the University of Florida contract

***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 Purchasing Agent or Purchasing Services (4-2481).