Blanket Purchase Order Procedure Reminders – June 2022

Dear University Community –

As a follow-up to the updated guidance for blanket purchase orders communicated last year, we are reminding the community of key elements needed when submitting requisitions for a Blanket Order (a.k.a. amount only PO):

* Requisitions must have the “Blanket Purchase Order” selection checked on the Bull Marketplace Requisition Form (Sub-Agreements have a separate selection option)
* Blanket POs should **only have a single line**, with limited exception, with a unit of “LT” (LOT) and a quantity of “1”.  Other structures will not allow receiving by amount.
* Blanket POs with more than 1 line may be returned for revision.  *Exception example include construction services*.
  + **Note that for any accepted multi-line blanket, submitted invoices for payment MUST clearly identify the line item for application or it will be rejected**
* Cost must relate to an underlying pricing schedule, quote or contract (for help sourcing, contact Procurement Services)
* A brief, general description of the commodity or service being purchased
* Inclusive dates of the service (up to the end of the current fiscal year for E&G funded orders)
* The previous year’s Purchase Order number (if applicable)
* A list of authorized departmental buyers
* Accurate estimate of the dollar value of the purchase order based on available budget/historic knowledge of the anticipated spend

Please remember that if your blanket purchase order uses E&G funds, it should only be used for orders during the current fiscal year. Blanket POs will not automatically close after the fiscal year end rollover process, but departments should submit change requests to close out prior year blanket purchase orders once all invoices are paid. New blanket requisitions should be submitted for orders beginning after July 1st.