

The University of Scranton
Purchasing Policies & Procedures
Blanket Purchase Order

Purpose.

To identify the use and procedures for blanket purchase orders.

Scope.

This procedure applies to all departments that have been given the authority to use blanket purchase orders.

Background.

The blanket purchase order is designed to reduce paperwork and is issued to vendors for repetitive purchases of supplies or services.

Procedure.

Purchasing will determine when it is appropriate to issue blanket purchase orders.

Blanket purchase orders will be entered on the SCT Banner Finance System for a specific period of time and will contain a "not to exceed" total dollar amount. The same purchase order number is used on a recurring basis.

Blanket purchase orders do not encumber a department's budget.

Invoices for blanket order purchases will be mailed to Accounts Payable. Accounts Payable will then forward the invoice to the requisitioning department for approval and budget coding. The requisitioning department will then return the invoice to Accounts Payable with required approval(s).

Purchasing will review approved invoices and negotiate directly with vendors, where appropriate.

Departments will maintain all records for audit purposed for all services or materials received against this order for five (5) years.