

PURCHASING STANDARD OPERATING PROCEDURES (EXTERNAL)		NO: PX-221
Title: BLANKET PURCHASE ORDERS		Approved:
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1. **PURPOSE**

To provide the schools and departments with instructions for the proper use of Blanket Purchase Orders.

2. **SCOPE**

This SOP applies to all standing lump sum orders for unspecified items to be filled over an extended period.

3. **USAGE**

Open Purchase Orders have two distinct uses.

- a. When you intend to make multiple purchases throughout an extended time period from a single vendor and the individual purchases do not require documented competition. (e.g. officiating for athletic events, rental of ice time, food, etc.)
- b. When you intend to make a single purchase of multiple small value items that have not been specifically identified prior to making the purchase. (e.g. A librarian purchasing \$800 worth of miscellaneous titles from a bookstore.)

4. **PROCUREMENT TRANSACTIONS** Procurement transactions will be input into the Business Office Financial Management computer system (MUNIS) in accordance with procedures specified in this SOP:

- a. **Requisition Entry.** Input purchase requisitions for Blanket Purchase Orders using the Requisition Entry menu selection. (Blanket POs for upcoming School Years may be entered using the “Next FY” option during the open entry period near the end of the current school year.)
- b. **Requisition Header.** Blanket orders differ from standard requisitions in several aspects:
 - i. Needed by date: For orders to be used throughout the fiscal year, use June 30; for orders to be used throughout the school year, use the last work day for administrative secretaries; for seasonal sport related purchases, use the end of the season; for one-time purchases, use a near-term date by which the purchase should reasonably have been made.
 - ii. Receive by: Select “Amount”
 - iii. Address Number: The ship to address should be either Will Call or the school/department address.

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- iv. Under the Terms/Miscellaneous tab, for Freight meth/terms, enter Will Call for items, or N/A for services/fees.
- v. For Type: Select B-Blanket from the drop-down list.

Main Terms/Miscellaneous User Defined

Main Information

Dept/Loc: 730 Procurement
Fiscal year: 2017 Current Next
Requisition number: 17206405
General commodity: 615 OFFICE SUPPLIES, GENERAL
General description: BLANKET ORDER FOR OFFICE SUPPLIES

Status: 2 Created
Needed by: 06/30/2017
Entered: 05/17/2017 By: f156793
Convert to: Purchase Order
PO expiration:
Receive by: Quantity Amount
 Three way match required
 Inspection required By:
 Project accounts applied

Vendor Information

Vendor: 95759 Committed
Name: SAM'S CLUB DIRECT
PO mailing: 48 COLLEGE RD.
ACCT# 10143190890
FAIRBANKS AK 99701
Delivery method: Print Fax E-Mail
Remit: 1 SAM'S CLUB DIRECT

Shipping Information

Ship to: 730
FNSBSD - PURCHASING DEPT.
520 FIFTH AVE
FAIRBANKS AK 99701
Email:
Reference:

Main Terms/Miscellaneous User Defined

Terms

Discount %: .000
Freight %: .000
Freight meth/terms: Will Call
Bill to: 725 FNSBSD - ACCOUNTING SERVICES
Bill to email:
Special handling: N - NONE

Miscellaneous

Allocation:
Buyer: f353068 Proper, Emily S.
Review:
Type: B - BLANKET
Purchase order:
 Notify originator when converted to PO/Contract.
 Notify originator of overages.

- c. **Line Items.** Because you selected Amount as the “receive by” method, the quantity on the Line Items page will default to 1 and will not allow you to update it.
 - i. Tab to the description field and enter “Blanket Purchase Order for...”
 - ii. For fees (e.g. ice rental, officiating fees), describe the fees to be covered by the Blanket.
 - iii. For purchases of items to be made over a period of time or for a one time purchase of unidentified small items, “...miscellaneous (generally describe the items – e.g. office supplies, plumbing supplies, food items for concession sales) and click the Add'l Desc/Notes button. From the ribbon, select “Import” and select “Blanket Will Call ‘Local’ Stores” (FMD has dedicated import messages). The template message will be brought back and you will need to Update it by correcting the date range and indicating the authorized users.

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- iv. Return to the Line Items screen.
- d. Enter the total amount of the order in the Amount field.
- e. Tab down to the Account field and enter the account information. *Note – you cannot split the account for Blanket Orders*
- f. Return to Requisition Header Screen and release order.