

2.15 Blanket Purchase Orders

Blanket Purchase Orders should be considered when a department has a continued need for a particular item(s) and/or service(s) for a stated period of time (normally the State's fiscal year - July 1 to June 30). These needs are usually estimated on the basis of the department's requirements in the previous year. Although the quantities are approximate, they should be estimated as accurately as possible. Blanket Purchase Orders can be increased or decreased as requirements change during the blanket period by processing a College Requisition for an (Advice of Change) to the original Blanket Purchase Order. It is the responsibility of the department to insure that Blanket Purchase Orders are not overexpended.

Blanket Purchase Orders will be issued by the State Division of Purchases when using state funds and the total estimated expenditures are over \$5,000 and do not fall within our delegated authority.

Please refer to [section 2.1](#) for the instructions on completing requisitions

It is important to remember that if the blanket period involves more than one fiscal year, the appropriate percentage of the dollar value for each fiscal year must be indicated. As an example, if the blanket requirements are from 10/1/07 to 9/30/08, fiscal year 2007 has nine months and fiscal year 2008 has 3 months. The respective percentages could be 75% for FY 2007 and 25% for FY 2008. It should be noted that the percentage should be based on the department's estimate as to the usage requirements for the specific material or service.

College Requisitions for State Blanket Purchase Orders should be submitted to the University Purchasing Department no later than ninety (90) days prior to the start date.