



**MEMO**  
**Virginia Community College System**

**Date:** 9/11/17  
**To:** VCCS Procure to Pay Customers  
**From:** Procure to Pay Process Council  
**Subject:** Process Clarification: Allowable Blanket Purchase Orders

**New Process in Business Rules or Standard Operating Procedure**

Blanket purchase orders are not mandatory. This option is available for the following instances in eVA:

- For regularly reoccurring services throughout the fiscal year
- Non-competitive services or contracted services where the dollar amount does not exceed the same period contract amount
- Dollar amounts should be estimated for any type of requests
- Documentation shall be included with the requisition that substantiate the purchase within the procurement threshold and demonstrate compliance with procurement regulations

For more detailed information see the attachment.

**Old Process in Business Rules or Standard Operating Procedure with Change Requirement Explanation**

The existing business rule is as follows:

For transactions involving regularly-scheduled payments, blanket POs must be created in eVA at the beginning of each fiscal year. The blanket PO must be based on historical averages (e.g. utilities) or contracted amounts (e.g. professional services, rent, leases).

This clarification is being made in order to facilitate compliant efficiency for all colleges in reoccurring requirements.

**Governing Approval Required and Obtained:** Process Council

**List of Attached Supporting Documents**

1- Blanket Order Clarification for Business Rules Rev 03

**Note:** Business Rules or Standard Operating Procedure document revisions issued separately

**Date:** August 28, 2017  
**To:** Procurement Process Council  
**From:** Michele Canull  
**Subject:** Blanket Order Business Rules Clarification

### **Allowable\* uses of blanket\*\* orders in eVA**

The following instances describe allowable uses of 'blanket' orders in eVA:

- For regularly reoccurring services throughout the fiscal year
- Non-competitive services or contracted services where the dollar amount does not exceed the same period contract amount
- Dollar amounts should be estimated for any type of requests
- Documentation shall be included with the requisition that substantiate the purchase within the procurement threshold and demonstrate compliance with procurement regulations. Substantial documentation includes:
  - Copy of and/or number of existing contract. Blanket purchase order may not exceed contract value.
  - Specific line item detail not required, however sufficient general line item information to ensure compliance is necessary. (ie OK – 1. Books, 2. Periodicals, 3. Digital. Not OK – 1. Office supplies)
  - Approved justification for orders not requiring competitive procurement. Justification must include a statement or documentation regarding the basis of the dollar value. (i.e. historical average of \$1000/month plus 2% increase for anticipated price increase), documentation that vendor is SWaM or that no SWaM vendor is available, there is no requirement for purchase from a mandatory source, and adherence to any other procurement regulation.

Examples of allowable blanket order uses:

- Utilities, rent or lease procurements (i.e. Dominion Power)
- Specific goods purchased under an existing contract and identified with sufficient line item detail. (i.e. books, periodicals, digital books purchased from YBP contract UCPJM4070)
- Contracted labor service where the rate is fixed per service type and the amount of labor needed is variable (i.e. Contract 12345 with ABC HVAC repair service for an estimated 100 hours at \$50.00 per hour).

Inappropriate/non-compliant or unnecessary uses of blanket orders:

- For an unknown mix of goods with a not to exceed period dollar amount (office supplies from Supply Room not to exceed \$5000)
- Purchases made with PCard. (purchases from blanket orders must be invoiced).
- Subscriptions, dues, memberships and the like one-time orders are discrete procurements not blanket orders (i.e. license agreements, memberships to organizations)

**NOTE 1:** If you choose to use this option and the procurement is not exempt from eVA fees, then the vendor will incur the total amount fees in the amount of the procurement

**NOTE 2:** Due to the uniqueness of the newly developing Social Media industry, an extended investigation of appropriate business rules is needed such that current practices may continue until definition has been made

\*Allowable is defined as you may make use of this option. It is not mandatory

\*\*Blanket is defined as a total dollar amount for services to be rendered on a regular reoccurring basis for a maximum of the current fiscal year not to exceed 12 months and not to exceed the same period contracted amount