



Blanket Purchase Order Tips

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The below guidelines for blanket orders are based in statewide procurement regulations and approved Shared Services Center policy (Business Rules).

When can I use a Blanket Order?

Blanket Orders may be utilized if the following conditions are true:

- Multiple purchases are expected over a specified time period (1 fiscal year, maximum).
- The need is recurring on a regular basis (monthly, quarterly, etc.), or erratic but frequent.
- Payment amount is the same for each installment (e.g. monthly copier lease) or regularly due but the amount varies (e.g. vehicle maintenance).
- The total for the Fiscal Year will not exceed \$10,000 or the vendor has been awarded a valid contract to provide the goods or services.
- Keep in mind that when using a contract on your blanket order, the amount cannot exceed the same period contract value.

Note: *If you do choose the option to use a blanket order, the vendor will be charged eVA fees on the full amount of the blanket as soon as the blanket order is issued*

When is a Blanket Order NOT appropriate?

Blanket Orders present compliance risks, including mandatory source violations, and improper or fraudulent expenditures. The following are some of the types of Blanket Orders that will not be approved:

- Unspecified goods with a "not to exceed" dollar amount. Example: A line item for "Office supplies, not to exceed \$10,000."
- Memberships and dues. These are one-time, discrete purchases and should be entered as the expense is incurred.
- Anticipated work in addition to in-scope contracted services. Example: A blanket order for "HVAC maintenance" on contract, which also includes a line item for "HVAC unit replacements, as needed."

- Completed procurements. Blanket orders are for future procurements only and should not include lines with invoices for past procurements. Enter such lines as a separate confirming order.
- Multi-year blanket orders. We can only encumber current year funds. For multi-year leases (e.g. copiers) a new blanket order should be created each year.

What documentation do I include with my Blanket Order?

These forms of documentation may be required, depending upon the type of blanket order requested:

- Contract documents or leases
- Historical documentation which establishes the need and dollar amount requested.
 - Any of the following examples will be accepted: AIS ledger reports; eVA purchase orders; past invoices.
- Justification for not using a Micro or SWaM vendor

Note: *If the type of service you have on a blanket order (e.g. preventive maintenance) requires a certificate of insurance and that certificate expires during the course of the blanket, then you will be responsible for insuring that an updated version is submitted to SSC to put on file.*

How do I enter my Blanket Order?

- If the payment amount is always the same, create your requisition with the periodic amount as the Unit Price, and the number of periods as the Quantity.
 - Example: A 10-month copier lease costs \$150 per month. Enter the Unit Price as "\$150", the Quantity as "10", and the Unit as "Month."
- If the payment amount varies, enter the total price as the Quantity and the Unit Price as \$1.00.
 - Example: A contract vendor provides lawn-care service at \$70 per hour. The college estimates that 100 hours are needed this fiscal year, but the hours billed vary each week. Enter the Quantity as \$7000 (100 hours x \$70) and the Unit Price as \$1.00.

- If the Blanket Order is for goods/services purchased under contract, make sure the contract number is referenced.
- DO NOT select the “Use P-Card” box. P-cards may be used to pay for blanket orders by paying with the card at the time of invoicing, but the blanket order cannot be created as a PCO.
- Specific line item detail is not required; however sufficient line item information to ensure compliance is necessary. Example:

Sufficient Detail	Poorly Defined
<ol style="list-style-type: none"> 1. Books 2. Periodicals 3. Digital 	<ol style="list-style-type: none"> 1. Library Materials
<ol style="list-style-type: none"> 1. Safety Inspections (12 vehicles) 2. Oil Changes (12 vehicles x 4 per year) 3. Tire rotations 	<ol style="list-style-type: none"> 1. Vehicle Maintenance