

## BLANKET PURCHASE ORDERS

Blanket Purchase Orders (BPOs) are established for annual periods for commonly used items or repetitive orders. One way to avoid emergency purchase situations and expedite rapid delivery of goods is to request a BPOs. A BPO authorizes purchases of specific goods or services from specific vendors, up to a specific dollar amount, and over a defined time frame (typically one fiscal year). BPOs permit immediate purchase and delivery of goods and services when needs cannot easily be anticipated. Capital equipment (fixed assets) cannot be purchased under a BPO.

Examples of when a BPO may be used include:

- lease/rental of equipment where monthly payments are deducted from the same purchase order for the entire fiscal year or any period stated within a given fiscal year;
- use for any items or services that will be used continuously throughout the year, using the same vendor; and
- use for recurring expenses such as utilities, telephones, paper products, etc.

Under no circumstances are major equipment items costing more than \$5,000 or capital items to be acquired with blanket orders.

BPOs shall be encumbered against a specific budget account number through the Enterprise Resource Planning system. If a BPO is canceled, the outstanding balance on the order will be canceled, thus making the funds available to the department for other purchases.

Approval for purchases must be obtained from the appropriate manager. Lacking this approval, the purchase will be viewed as unauthorized.

*Should an employee make an unauthorized purchase, it will be viewed as a personal transaction. The District will not assume responsibility, and reimbursement from District funds will not be made.*

**BPOs do not carry over and must be renewed every fiscal year.**