

**BLANKET PURCHASE ORDER PAYMENT**

Invoices for Blanket Purchase Orders (BPO) are to be sent directly to the ordering department. The ordering department shall review the invoice for accuracy and completeness, sign on invoice as "Approve to pay" and forward to the Business Office for input into the ERP (Enterprise Resource Planning) system. If invoice is incomplete, the ordering department is to contact the vendor and resolve discrepancies.

Business Office staff shall be responsible for vouchering approved invoices into the ERP system. The BPO should be identified in the voucher to correctly apply the invoice. After the voucher is completed, Business Office staff shall approve by signing the invoice, identifying blanket purchase order number and voucher number on the invoice. The invoice is forwarded to the District Office Accounting Department.

District Office Accounting Department staff receives the blanket purchase order invoice, reviews it for accuracy and approves voucher for check issuance.