

COUNTY COLLEGE OF MORRIS
Business and Finance Division Procedures

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General

Blanket purchase orders are used for buying multiple quantities of like goods or services from a single vendor for a specified period of time. The purpose is to streamline the purchasing process. The original purchase order number is prefixed with either a BC (Contract Services) or B (Goods). The Purchasing Department emails the completed blanket order to the vendor and to the initiating department.

Blanket orders are useful for repetitive orders such as janitorial supplies, paper products, maintenance and grounds supplies, library books, professional services and/or contracted services. Blanket orders can include food (Chartwells, Shoprite, etc.) purchases and can be used in conjunction with a Buyer Identification Card issued by the vendor (Home Depot, Sam’s Club, etc.). It is preferred that discounts and pricing be identified.

Generally, blanket purchase orders are issued at the start of each fiscal year but can be created any time. The Purchasing Manager will determine whether a blanket order is appropriate.

Blanket orders eliminate the need to create multiple requisitions/purchase orders to the same vendor. Blanket orders through consortiums, cooperatives, state contracts, etc. should be noted along with the contract number.

The original blanket purchase order sent to the vendor by the Purchasing Department does not indicate the immediate delivery of goods or services. The blanket order confirms the College's intent to purchase goods and services.

A blanket purchase order release is required to purchase goods and services off a blanket purchase order.

Goods and services purchased using a blanket order release cannot exceed \$750.00 per item unless expressly approved within original terms of the blanket purchase order.

Authority

Vice President for Business and Finance

Responsibility

Manager of Purchasing
Purchasing Specialist
Buyers
Purchasing Coordinator

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Procedure

A requisition must be entered when requesting a blanket order.

1. The requisition will contain in the printed comments section:
 - a. The words "blanket order"
 - b. Total unit(s) and unit price and total dollar amount is required for all contracted services.
 - c. Time period covered to include a start and expiration date
 - d. Initiator's name, department, room number and telephone extension and any instructions concerning the order.
2. The account number determines the items and/or services that can be provided against the blanket order. For example, if an instructional object code is used, then only instructional items can be purchased.
3. It is preferred that blanket orders be created for no less than \$750.00 and no single item may exceed \$750.00 or greater unless expressly approved within original blanket order; i.e., construction projects awarded through public bid; negotiated Corporate and Community Program Contracts; and Goods and/or Services time and material contracts.
NOTE: If a single item costs or exceeds \$750.00, a separate requisition must be created unless the pricing meets the criteria above.

Blanket Order Releases

All blanket order releases must be completed using the Blanket Order Release form.

1. Electronic Blanket Order Release Forms are available on the College Website.
2. Actual orders are generated by initiating a Blanket Order Release Form. The initiating department must send a copy of the release to the vendor. A copy must also be emailed to Accounts Payable, Receiving & Distribution, and Purchasing.
3. The Release Form shall include a suffix (numbered sequentially from 01 to 99) following the Blanket Order number, i.e., B0534-01, B0534-02, B0534-03, etc.
4. Maintaining an Excel spreadsheet as a Blanket Order Register enables tracking to monitor blanket order balances and avoid unauthorized purchases.
5. All original receipts/invoices/packing slips for received items must be sent to Accounting with the signed blanket order release within two business days of the emailed copy. Payment will be processed once this is received.

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Blanket Order Increase/Decrease

Increasing or decreasing any amount on a blanket purchase order requires completing a Purchase Order/Blanket Order Change Request Form.

Approval & Routing

The change order must be authorized by a department head and emailed to the Purchasing Department. If any additional approvals are required based on dollar authorization within your division, please route accordingly.

Processing & Filing

1. The Purchasing Department modifies the original blanket order in Colleague, and a copy is emailed to both the vendor and the initiator.
2. The change order is attached to the original purchase order/blanket order and filed for future reference and records retention compliance.

Purchase Order/Blanket Purchase Order Change Request

Purchasing Use

Route to Purchasing Department when completed:

E-mail to Purchasing

Have Questions? E-mail Purchasing or phone extension 5045

Date:

Initiator: Dept.: Ext:

Vendor: PO/BPO #:

Item Description:

Encumbrance Change

*Purchase Order Amount:

<p>*The Purchase Order Amount: is the total amount prior to the increase/decrease. It is not the available remaining funds.</p>	Account #	Amount of Increase:	Amount of Decrease:	Revised Purchase Order Amount
Revised Total Encumbrance:				<input type="text"/>

Budget Transfer Required: Yes: No: Budget Transfer Submission Date:

Board Approval Required: (Attach copy of approval) Yes: No: Date Board Approved:

Justification for increase/decrease:

Note: 1. Bid Thresholds may require Board Approval	Purchasing-Processed By/Date:
2. Change orders for Capital Projects over \$15,000.00 require Board Approval	
Department Approval and Date:	Purchasing Approval and Date: