

Standard Operating Procedure: FSS008-211115(draft)

Title: Use of Blanket Purchase Orders

The following departmental procedure shall be utilized by all Facilities Management personnel when using a Blanket Purchase Order to make a purchase.

- For those purchases exceeding the authority granted in Regulation 009 Department Signature Authority for procurement, personnel must obtain approval from their manager prior to making purchases on a Blanket Purchase Order.
- All personnel shall check in with the FM Buyer, or designee, BEFORE using a blanket purchase order. The Buyer, or designee will determine the optimal purchasing method and direct the technician.
- Blanket purchase orders should only be used for incidental supplies or materials which are needed for immediate and/or planned work on schedule.
- Blanket purchase orders shall NOT exceed \$200 unless approval is given by the FM Buyer prior to making the purchase.
- Blanket purchase orders are NOT to be used for purchase of materials or supplies carried within the Facilities Management warehouse, for items which can be ordered in advance to complete scheduled work, or for Project work.
 - If there is an anticipated need for incidental purchases for a Project, technicians shall get approval for initiating a blanket purchase order with the project manager first. Only then will the FM Buyer set up a project-specific blanket purchase order in PeopleSoft and Aim.
- Purchase of tools or equipment with a blanket purchase order is NOT allowed unless approved in advance by an employee's manager.
- Technicians using a Blanket Purchase Order are responsible for securing an itemized receipt for each purchase, regardless of whether the materials were obtained directly or delivered to Facilities Management. All receipts MUST reference the Blanket Purchase Order number and the Facilities Management name and store account number. Our account should not be confused with Housing and Dining-HSU, Associated Students-HSU, Sponsored Program Funds (SPF)-HSU or any other account maintained by the University.
- Once the receipt is in hand, the individual shopping must sign the receipt, verify the materials order and amount billed is accurate and then note the corresponding work order number to which the purchase applies. If there are multiple work orders for one receipt, designate which work order numbers correspond to which items on the receipt.
- Individuals must then provide signed receipts to their manager on the same day of the purchase. The manager will review, sign, and provide the receipt to the Buyer within one business day.
- If items are returned, an itemized credit receipt must be received from the store. All credit receipts MUST reference the Blanket Purchase Order number and the Facilities Management name and account. In addition, technicians must sign the receipt, include a work order, and if there are multiple work orders for one receipt, designate which work

order numbers correspond to which items before providing it to their manager the same day the return occurred. The manager will review, sign, and provide it to the Buyer within one business day.

REFERENCES

- N/A