



## UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

### Section 2.7 - Blanket Purchase Order

1. A blanket purchase order is a purchase order that is not line item specific. It is a means of encumbering funds for a general need to a specific vendor that a department may use on a recurring basis for a specific period of time and a not to exceed amount. Blank purchase orders are not to be set up with vendors that are part of Buyway's as "Punch Out" vendors.
2. Once a blanket purchase order has been established in BuyWays, the department that established it may place orders against it in accordance with the following policies.
3. Blanket purchase orders may be established on a fiscal year basis for the period July 1 through June 30 or from the date they are required until the end of the same fiscal year in which they are established. All orders and associated invoices placed against a blanket purchase order must be received prior to the last day to process invoices each year which is established by Accounts Payable.
4. Blanket purchase orders may be established against **grant accounts** for the period from the effective date of the grant to within 45 days prior to its expiration date, and all invoices issued against them must be received in the Accounts Payable Office within 30 days prior to the expiration date of the grant, for payment by the expiration date.
5. Each request for a Blanket Order shall be plainly marked, "Blanket Order for FY(year) for (description of goods or services). Example "*Blanket Order for FY15 for Electrical Supplies*"
6. The department must carefully track each order placed against a blanket purchase order and ensure that the supplies and invoices are received and that the invoices are submitted to Accounts Payable in a timely manner.
7. Prior to the end of each fiscal year the department must verify that all invoices have been received and paid. Invoices must be submitted to Accounts Payable prior to the deadline set by that department at the end of each fiscal year in order for them to be paid from that year's budget. Invoices submitted after that date will be paid from the following year's budget.
8. Blanket purchase orders may be decreased, cancelled, or increased, however they cannot exceed the bid threshold if issued to non-contract vendors or the amount permitted by the applicable contract if issued to a contract vendor. Departments must track each purchase made against a blanket purchase order to ensure the purchase amount does not exceed the blanket purchase order amount.
9. The following types of blanket purchase orders may be issued in accordance with the policies contained within this section:
  - a. Blanket purchase orders for an unknown quantity of a general need may be issued to non-contract vendors up to a limit of \$10,000 for incidental supplies.



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- b. Blanket purchase orders for operational services (for non-labor and construction or public works projects) may be issued to non-contract vendors for an unknown quantity of a specific need up to a limit of \$10,000. It is recommended that a scope of services be completed and signed by the vendor.
- c. Blanket purchase orders for an unknown quantity of a general need may be issued against established State, MHEC and E&I Contracts, for goods and services covered by those contracts, up to a limit of \$50,000, when justified, and at the discretion of the Procurement Department. Blanket purchase orders against the aforementioned contract vehicles that exceed \$50,000 must receive prior approval from Procurement.
- d. Blanket purchase orders may be issued against Campus & University contracts for goods and services on those contracts up to the limits established by those contracts.
- e. Blanket purchase orders for emergency labor and construction or public works projects may be established with non-contract vendors who are qualified to provide the type of work that the order is established for up to a limit of \$10,000.
- f. Blanket purchase orders for emergency labor and construction and public works projects may be issued against University trade labor contracts for such emergency projects estimated to cost less than \$25,000.
- g. Blanket orders are **NOT** permitted for equipment as equipment orders must be line item specific so that the equipment can be properly transferred to the University's Asset Management System. Refer to *Section 4.1 – Definition of Equipment* for information on what items are considered equipment.
- h. Blanket purchase orders may **NOT** be issued for services unless backed by a contract.