

 VILLANOVA UNIVERSITY	Policy: Blanket Purchase Orders
	Submitted By : John Durham
Financial Affairs Department Procurement Policies and Procedures	Approved: January 24, 2007

Policy

Blanket purchase orders may be issued on behalf of departments having frequent, relatively small, or emergency needs from a designated vendor. Blanket orders are set for a particular time frame (usually one to three years) and for a predetermined amount. Blanket order requests that exceed the University bid level should be officially bid in accordance with the University Bidding Policy. All blanket orders in excess of \$5,000 should reference an assigned contract or contract pricing that is on file in the Procurement Department. If no contract exists and the originating department bids out each purchase separately, these bids must be kept on file within the originating department.

It is each department's responsibility to be aware of their blanket order numbers and to use the applicable blanket purchase order numbers when ordering from vendors. This number will be assigned to each invoice submitted to the University and will allow Procurement to forward it to the proper department.

Funds for blanket orders are not encumbered in the Banner system and are only committed once each order is invoiced and processed through the Procurement Department. Departments will be responsible for assigning their index number and having each invoice properly approved based on the Signature Authority Policy.

Blanket orders may be requested through the Blanket Order Form located on the Procurement web site. Blanket Order requests and supporting documentation will be reviewed by the Procurement Department and processed once approved. The Department will receive a copy of their blanket order.

Departments should refer to the Villanova Procurement Matrix for a detailed list of items and/or services eligible to be purchased using a blanket order.

New vendors must complete a vendor registration form prior to being issued a Purchase Order from Villanova University. This registration may be requested by either the originating department or the Procurement Department. Please see the New Vendor Registration Policy for additional information.

Procedure

1. Department determines the need for a product or service.
2. Departments should check the Villanova Procurement Matrix for the applicable procurement method, and for the availability of pre-approved vendors.

3. If bids are required, contact the Procurement Department for assistance. See University Bidding Policy for more information.
4. Once all bidding is completed and the product/service is ready to be set up as a University Blanket Order, the Department must submit a Blanket Order Request form to the Procurement Department.
5. All bids and relevant attachments must be forwarded Procurement Department. These documents must be properly labeled with the originating department name and the name of the awarded blanket order vendor. Failure to include this information may delay orders.
6. A Procurement Department Buyer is assigned to each Blanket Order Request form as indicated in the Buyers Responsibilities' Guide. The Buyer will review each order and either contact the originating department for additional information, obtain additional bids, or process the order.
7. A blanket order is printed and faxed or mailed to the vendor. A copy of the blanket order is sent to the originating department for their records.
8. Department heads will receive a notice at each fiscal year-end indicating the blanket orders currently set up for their department, the amounts processed to date on each blanket order, and the expiration date for each blanket order. This report may be used to determine which blanket orders need to be recreated for the subsequent years. Detailed instructions will accompany this report.