5.3.2 Blanket Purchase Orders

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54.2

This Guide Memo contains policies on Blanket Purchase Orders.

Authority:
Approved by the Senior Associate Vice President for Finance.

1. Purpose of Blanket Purchase Orders

If a department frequently needs supplies or services from the same supplier, Procurement may establish a blanket purchase order. Blanket purchase orders are established for varying periods, and allow the department to order directly from the supplier. The blanket purchase order contains ordering and billing instructions, a price agreement, and a description of the goods or services that can be ordered.

2. Departmental Blanket Purchase Orders

a. Audit Trail
The ordering department is responsible for maintaining a complete audit trail of transactions under a blanket purchase order. This includes administering and documenting the authority for issuing orders and maintaining records of transactions.

b. Releases
Individual releases under Blanket Purchase Orders are not entered online in Oracle Financials. The ordering department is responsible for tracking releases independently of online systems. All releases must carry the Blanket Purchase Order Number, and any invoices presented must also carry the Blanket Purchase Order Number.

3. University-Wide Purchase Agreements
The Procurement Department may determine that the interests of productive business dictate a consolidation of business activity. If many departments use one supplier, then Procurement may establish a University-wide Purchase Agreement with that vendor.

a. Releases
University departments should enter a requisition, for each transaction released against a University-Wide Purchase Agreement.

b. Temporary Service
Agency Agreements are established on a University-wide basis every two years. For information about approved agencies, call Procurement. To obtain temporary service help from an agency on the approved list, the department enters an appropriate requisition online. The Agency in turn references the approved Purchase Order Number on its invoice. The invoice and a copy of the temporary employee's time sheet (previously approved and signed by the department representative at the end of the employee's work) are sent to Accounts Payable for payment.

Guidelines on requesting a memo change can be found at https://adminguide.stanford.edu/change-request-guidelines

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