

Not sure what type of purchase order to use? The attached descriptions should help point you to the right one.

CHOOSING THE RIGHT PURCHASE ORDER TYPE

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1. **Purchase Order (PO)** – issued by the Purchasing Department for items which are quantifiable in number and description. This is the most common type of order issued. POs are good for one use only. Once the ordered items have been received and payment has been made the PO will automatically close.
2. **Blanket Purchase Orders (BPO)** – are for repetitious payments or for contractual services. No single item \$500 or over can be purchased using the BPO. Designated employees authorized to use the BPO must be listed on the BPO. BPO amounts can be increased by the Purchasing Department, but must have a written request from the cost center manager requesting the increase, provided the requesting cost center manager is within his or her authorization limit. BPO's are good for one fiscal year only. All BPOs are closed at the end of a fiscal year. Departments must enter requisition[s] for new BPOs to be issued for the next fiscal year after the new budget is released.

The requisition for a BPO should always include:

- a. item quantity listed as one (1)
- b. the total dollar limit of the BPO
- c. the time period the BPO is to cover
- d. list of employees with authority to use the BPO and to sign invoices to authorize payment using the BPO (listed in the **Printed Comments** field)
- e. Good description of what the BPO is to be used for

If the BPO is using grant funds...

...name the grant and the expiration date. Grants can have special purchasing rules which may be more restrictive than those of the College, or indicate a specific process which must be followed in making purchases.

NOTE: Direct Voucher Payments (DVPs) – are used for certain intangible items and should be used for travel, mileage reimbursements, subscriptions, postal requests, consultants, utilities, insurance, memberships, professional fees and unauthorized purchases (purchases made that did not go through the Purchasing Department). These types of requisitions are processed directly by the Accounts Payable Department.

DVP's for unauthorized purchases will be returned to the department for signature from the Vice President or an Executive Committee member. Unauthorized purchases consist of supplies/services that were purchased without using the proper purchasing procedure.

