

**Controllers Office  
Accounts Payable**

**PAYMENT OF BLANKET ORDER INVOICES**

**DEFINITION:** A Blanket Purchase Order is issued to provide departments with the capability to obtain multiple orders of expendable supplies and services from a single vendor.

**To ensure prompt and efficient processing and payment of Blanket Purchase Orders please follow the following guidelines:**

1. Terms and conditions of all Blanket Purchase Orders are negotiated and approved by a Purchasing Buyer.
2. Blanket Purchase Orders are to be used for repetitive purchases of expendable supplies or services from a single vendor over an extended period of time not to exceed one year.
3. A Blanket Order Release form must be completed for each order placed to the vendor. The white copy of the release form should be forwarded to the vendor at the time the order is placed. The following information should be referenced on each release form:

- Vendor name
- Blanket Purchase Order number
- Release number
- Release date
- Ship to address(if applicable)
- Requisitioner's name
- Ordering Department
- Requisitioner's phone number
- Quantity ordered
- Description of items ordered
- Unit and extended price of each item
- Index and Account Code to be charged
- Authorized signature
- Total amount of release
- Quantity received (on Accounts Payable Copy only)

4. When goods and/or services are received and are determined to be satisfactory:

- The copy of the release form should be forwarded to Accounts Payable along with the invoice

or

- Forward the invoice to accounts payable making a notation to the index and account code to be charged along with the appropriate authorized signature

I/Accounts Payable/On the web/Payment of Blanket Order Invoices

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