

BLANKET PURCHASE ORDERS

When creating a Requisition for a Blanket Purchase Order you will follow the same instructions for creating a regular Requisition, with the following changes:

Include instructions to list “authorized buyers” that may place orders against the PO with the vendor. This needs to be included as a header comment that will print on the purchase order.

Include the Awarded RFP/BID Number Cooperative Contract.

Requisition (RQ10.1)

>> + Add Change - Delete < Previous ? Inquire > Next | Inquire ▾

Version 15 Requisition Amount 10000.00 USD

Requester 729 PURCHASING DEPT Upload File for RQ 176570 Browse... Upload File

Requisition Number 176570 Processed

Header Miscellaneous Lines Template Drop Ship User Fields

Company 199 Pasadena ISD

Requesting Location 729 PURCHASING DEPT

Deliver To KAREN CLAYTON

From Company 199 Pasadena ISD

Ship to or Stockroom, if inventory 729 PURCHASING DEPT

Requested Delivery Date 09/01/2016 Add comments

Priority

Quote Required

Print Requisition No

Technology Related Item?

ERate FRN Number

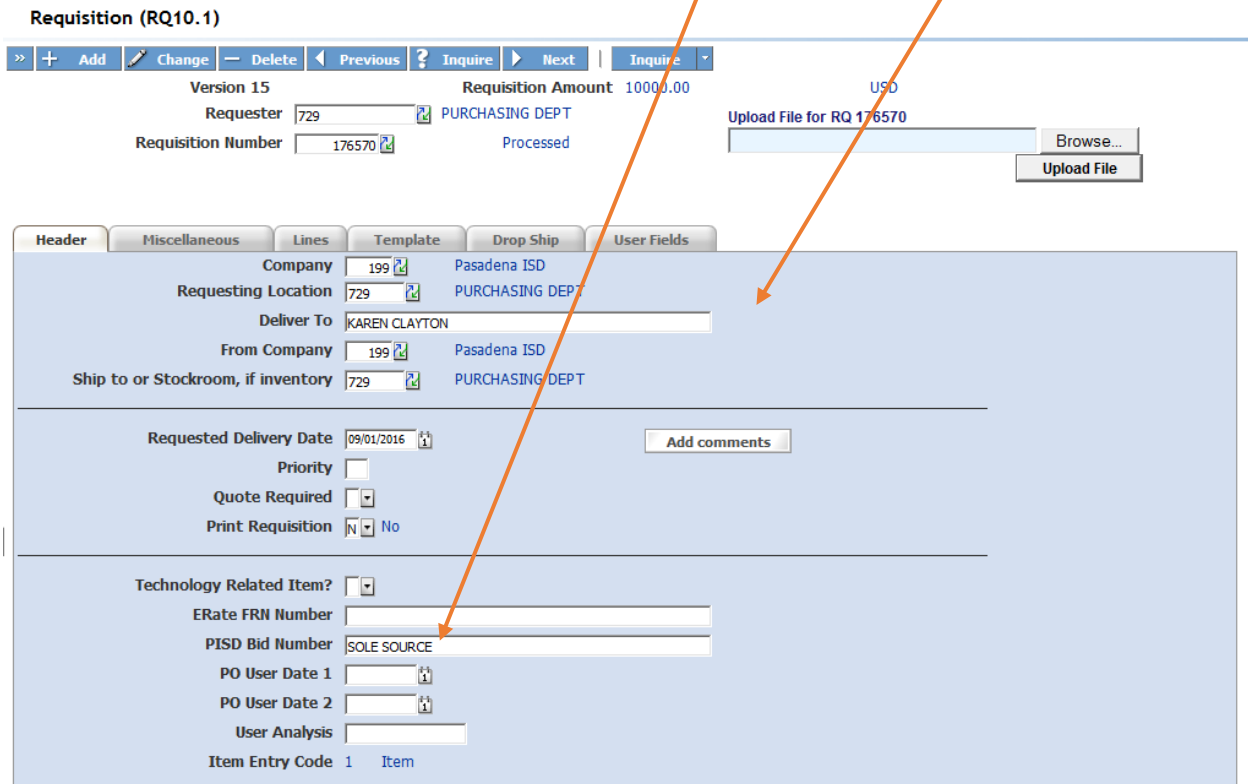
PISD Bid Number SOLE SOURCE

PO User Date 1

PO User Date 2

User Analysis

Item Entry Code 1 Item



BLANKET PURCHASE ORDERS

When you get to the Lines section of the requisition be sure that your "Item" field reads "Blanket Order 16/17" (or appropriate school year).

You then need to reverse your Quantity and Unit Cost fields. Example: If you are opening a \$5000.00 Blanket, your Quantity would be 5000, and your Unit Cost would be \$1.00.

In the "Item Description" field you should give a brief description of what materials will be purchased with this Blanket Purchase Order. Example: Lumber/Hardware supplies.

Requisition (RQ10.1)

>> + Add Change - Delete < Previous ? Inquire > Next | Inquire v

Version 15 Requisition Amount 10000.00 USD

Requester 729 PURCHASING DEPT Upload file for RQ 176570

Requisition Number 17657 Processed Browse... Upload File

FC	Rpt GL	Line	Item	Sts	Allocatable	Quantity	UOM	Unit Cost	Curr
		1	BLANKET PO FOR ADVERTIS			10000.00	EA	1.00	USD

Line Detail Purchasing Classes/Code Miscellaneous Line User Fields Currency

Item Description 2016/17 Advertising Blanket PO Processed

Vendor Item DISTRICT BID ADVERTISEMENTS Mult

Account 41.729.099.729 6499 Dist Co 199

Activity Bill Cat

Asset Template Item Entry Code 1 Item

Requested Delivery Date 09/01/2016 Priority Create PO y

Item Type x Cost Opt 1 Use Entered Cost y Add comments

Service Code Not service type Alternate Item

Major Purchase Class