



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6330.13 Blanket Purchase Orders

Office of Primary Responsibility:

Vice Chancellor of Business Services
Director of Purchasing and Contract Services

The purpose of this guideline is to detail the steps necessary to establish and maintain Blanket Purchase Orders (BPO's). It is applicable to all District employees who are authorized to request or process Blanket Purchase Orders.

FUNCTIONS

1. BPO's are orders issued for a specified period of time (6 months to 1 year) and a specific total dollar amount. They are to be used to pick up or order supply items in small quantities as the need arises or enable partial payments on services.
2. BPO's are to be requested only for situations where it is apparent that immediate access for recurring purchases, of relatively small value, from a single vendor, throughout a specified period, for unspecified materials, is essential to the efficient administration of the District's programs or for the preservation of the District's resources.
3. In keeping with good business practice, Purchasing and Contract Services restricts the issuance of BPO's to requests where the priority of need over internal control, which could be circumvented by their use, may be justified as being in the best interest of the District.
4. Circumstances that might warrant the issuance of BPO's might be the need for perishables, such as groceries for a home economics class or food for a child development program.

IMPLEMENTATION

1. The Vice Presidents of Administrative Services, Site Accounting Supervisors, Vice Chancellors or Project Managers are to present all requests for the issuance of BPO's to Purchasing and Contract Services (with assurance the vendor is willing to accept this type of order) and proceed as follows:

- a. Prepare a District electronic purchase requisition containing the following information:
 - Identification of request (e.g., blanket order; construction contract; equipment maintenance; lease/rental, professional service, software maintenance).
 - Type of items wanted (i.e., miscellaneous auto supplies, miscellaneous copier supplies, miscellaneous office supplies, etc.).
 - Inclusive dates which the BPO will cover, e.g., July 1, (year) through June 30, (year).
 - Contact person(s) names, phone numbers, and email address of those who are to be authorized to order, pick-up and/or sign for the items.
 - Total anticipated dollar amount to be expended during the time period specified (must not exceed budgeted amounts).
 - Name, address and telephone number(s) of vendor.
 - Appropriate budget number for each item.
 - b. At the end of each month, indicate invoice number (or other receipt number) date and dollar amount on Receiving Sign-off Sheet, attach invoice/receipt, sign and forward to Accounts Payable for partial payment.
 - c. Maintain a running account of all charges against the BPO to ensure that the specified amount on the PO will not be exceeded. If it is necessary to increase the dollar amount on the BPO, submit a completed and approved Change Order Request Form (downloadable from <http://busssrv.sdccd.edu/purchasing>) to Purchasing and Contract Services. Purchasing and Contract Services will process the change order increase to the PO.
 - d. At the end of the specified period, or before, (if there will be no further charges), sign the Receiving Signoff Sheet and indicate the PO is to be closed and forward to Accounts Payable.
2. The Purchasing and Contract Services Director or designee(s) will process requests for BPO's as follows:
- a. Review and evaluate each request against Purchasing and Contract Services' criteria for approving BPO's, including, but not limited to:
 - Immediate and frequent need for items.
 - Inability to predict need.
 - Sufficient dollar transactions to justify the costly processing of partial payments.
 - Inability of another purchasing strategy to accomplish the same result, e.g., Revolving Cash Fund.
 - b. If the request cannot be justified as being in the best interest of the District, return to the requesting site/office with proposed alternative, (e.g., Revolving Cash Fund, Emergency Purchase Order, etc.)
 - c. If request is granted, process as follows:
 - Verify vendor's acceptance of the District's BPO and payment schedule.

- Issue BPO by identifying it as such and include the following information: Type of item(s) to be purchased; Period to be covered by PO (inclusive dates); Maximum dollar amount authorized to spend; Name(s) and phone number(s) of person(s) authorized to use the BPO; Instruction to vendor to provide priced invoice(s) at time of pick-up or delivery; Information on how District is to be billed and those invoices/statements are to be sent to Accounts Payable; Signature of District officer or designee authorized to approve Purchase Orders.
- Send original BPO to vendor, retain file copy if needed.

3. Accounts Payable shall be responsible for making payments against BPO's.

References: BP 6330

Purchasing Training Manual

Purchasing Website (<http://bussrv.sdccd.edu/purchasing>)

Receiving Sign-Off Sheet

Supersedes: 8540.2.3, 4/8/86, 7/1/01

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.