

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: FSS008-170818

Title: Use of Blanket Purchase Orders

The following departmental procedure shall be utilized by all Facilities Management personnel when using a Blanket Purchase Order to make a purchase.

- Blanket purchase orders should be utilized for incidental supplies or materials which are needed immediately in order to complete the work on schedule. Blanket purchase orders are not to be utilized for purchase of materials or supplies carried within the Facilities Management warehouse, for items which can be ordered in advance to complete work scheduled, or for purchase of tools or equipment. Purchase of tools or equipment via blanket purchase orders is not allowed unless approved in advance by an employee's manager.
- For those purchases exceeding the authority granted in Regulation 009 Department Signature Authority for procurement, personnel must obtain approval of their manager prior to making purchases on a Blanket Purchase Order.
- Prior to utilizing a Blanket Purchase Order, employees must verify with the Buyer that there are funds available on the Blanket Purchase Order to cover the purchase as well as verify the current Blanket Purchase Order number. If the Buyer is not available, this information can be obtained from the Financial Analyst- Operating Budgets & Projects.
- The individual shopping with the Blanket Purchase Order is responsible for securing an itemized receipt for each purchase regardless of whether the materials were obtained directly or delivered to Facilities Management. All receipts MUST reference the Blanket Purchase Order number and our organization name (Facilities Management) and account number. Our account should not be confused with Housing and Dining-HSU, Associated Students-HSU, Sponsored Program Funds (SPF)-HSU or any other account maintained by the University.
- Once the receipt is in hand, the individual shopping must sign the receipt, verify the materials order and amount billed is accurate and then note the corresponding work order number to which the purchase applies. If there are multiple work orders for one receipt, designate which work order numbers correspond to which items on the receipt.
- Individuals must then provide signed receipts to their manager the same day as the purchase after which the manager will review and provide to the Buyer within one business day.
- If items are returned, individuals returning such must obtain an itemized credit receipt. All credit receipts MUST reference the Blanket Purchase Order number and our organization name and account. In addition, individuals must sign the receipt, include a work order number (if there are multiple work orders, designate correspond to which items); and provide to their manager the same day the return occurred. The manager will review and provide to the Buyer within one business day.

REFERENCES

- N/A

PLANNING ♦ DESIGN ♦ CONSTRUCTION ♦ SUSTAINABILITY ♦ OPERATIONS ♦ MANAGEMENT
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