

1. A field on the eProcurement Requisition screen has been modified to allow the requisitioner to enter Blanket PO Dates. This is a free text box, with a 20 character display. Please indicate the start and end dates of your blanket purchase order in the following format: mm/dd/yy – mm/dd/yy. For example: 07/01/07 – 06/30/08; or 10/01/07 – 09/30/09.

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog Favorites Templates Forms Web **Special Request**

Special Item

*Item Description:

*Price: *Currency:

*Quantity: *Unit of Measure:

*Category: Due Date:

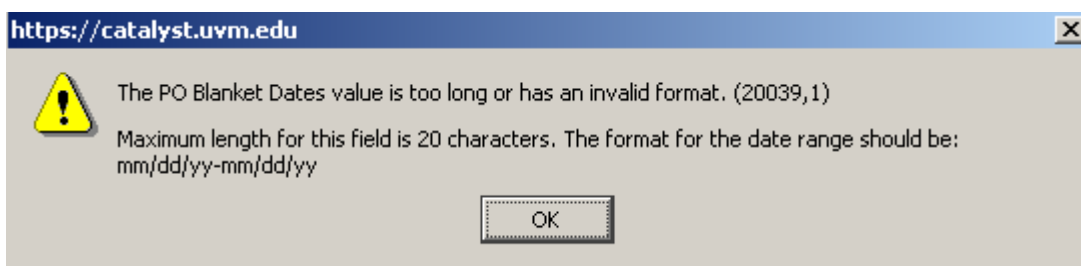
Vendor ID: [Suggest New Vendor](#)

Blanket PO Dates:
Format: mm/dd/yy-mm/dd/yy

Additional Information

Send to Vendor Show at Receipt Show at Voucher

If you use the wrong format, or enter too many characters (more than 20) you will receive the following error message when attempting to add the item to your cart.



You will need to go back and adjust the data in this field before you can proceed with your order.

2. Selecting the correct category for blanket purchase orders is also very important.
 - Categories are selected based on unit price of the items being purchased, not the total PO amount. Even if the total amount of the purchase order is greater than \$5,000, individual items being purchased will not be greater than \$5,000.
 - Equipment cannot be purchased with blanket purchase orders.

- Therefore, the category for a blanket PO should never include a description of item>\$5,000. For example, a blanket purchase order to Fisher Scientific for \$30,000 might have a category of Research_Supplies_Materials or Research_Equipment_<\$5,000.
3. When selecting a category, **always use the default Account number**. Changing the account invalidates the integrity of your budget reports and the University's financial reports. If there is a problem with budget checking, please work with your financial administrator or Grant & Contract analyst. Don't select a category simply because it will pass budget check.
 4. Don't under-estimate the dollar amount you will need during the year on your blanket POs. There is an automated process to close purchase orders based on a PO being fully matched. If the PO is fully matched (the PO amount has been spent), the process will automatically close the PO. If additional invoices are received for this closed purchase order, you will need to enter a new requisition.
 5. Once a purchase order is closed, it cannot be re-opened.