

Title:		Contents:	PP-0600
BLANKET PURCHASE ORDERS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	12-10-01	Supersedes No.:	Page No. 1 of 2

General

The issuance of a Blanket Purchase Order (BPO) conveys a level of purchasing authority delegated to departments, usually on a fiscal year basis, for placing orders “as needed.” It covers a wide variety of circumstances, each of which must include a proper amount of control through selective use of clauses defining and limiting the amount of authority granted.

A Blanket Purchase Order issued to specific vendor(s) will directly or indirectly (by reference to agreement) indicate, prices, terms and conditions. If pricing information is not established (applicable only to non-agreement various vendors), the BPO is to be supported by sub-orders.

Blanket Purchase Orders are generally not an authorization for the vendor to ship. Only when the vendor receives a bona fide request, written or oral, does the act of purchasing become effective.

Types of BPO

1. Vendors Specified/Agreement Only BPO: Purchases can be made from a specified vendor on the purchase order document. Prices must be pre-established, e.g., pricing is based on an existing and active agreement or contract terms.
2. Various Vendors BPO: This type of blanket purchase order provides using department personnel authority to purchase from a multitude of vendors within the specified guidelines indicated on the agreement or established purchasing rules and regulations. There are two types of various vendor BPO’s, agreement and non-agreement.

- Agreement BPO

As a general rule, department personnel may use their various vendors agreement BPO (unless restricted) to make agreement purchases without any dollar restrictions. On large purchases, it is highly recommended that the items for purchase be solicited for bids (as lower prices may be obtained).

- Non-Agreement

The non-agreement various vendors BPO provides for departments to make non-agreement purchases up to their delegated authority. Most departments may purchase up to \$5,000 with a minimum of three bid solicitations. Some departments are approved for \$15,000 purchases with three bid solicitations (See Departmental Authority, A-0300).

Splitting Purchase Order – Prohibition

Under no circumstances shall a Purchase Order be split to avoid review and approval by the Board of Supervisors, or to exceed the department’s delegated purchasing authority, or to bypass established County purchasing solicitation requirements.

Title:		Contents:	PP-0600
BLANKET PURCHASE ORDERS		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
Effective Date:	12-10-01	Supersedes No.:	Page No. 2 of 2

Consolidation of VV Blanket Requisitions

Departments wishing to reduce the number of Various Vendors BPO's should use Account 4522 (various accounts) on their agreement and non-agreement blanket requisitions. For accounting purposes involving the Auditor-Controller's office, the department should provide detailed expenditure reports by account numbers as necessary.

Purchase Standards

The following purchase standards apply to Various Vendors Blanket Purchase Orders:

- A. Standard 988-6 (5/98) Department Instructions for Agreement Various Vendors BPO.
- B. Standard 989-6 (5/98) Department Instructions for Non-Agreement Various Vendors BPO.
- C. Standard 990-7 (5/98) Department Instructions for Non-Agreement Various Vendors BPO for services.
- D. Purchase Standard 1001 (2/00) Department Instructions for Non-Agreement Various vendor BPO \$15,000 purchasing authority.