



Blanket Order Guidelines

About Blanket Orders:

1. A blanket Order is a purchase order that is not line-item specific. It is a means to set aside a lump sum of money to a specific vendor that a department may use on a recurring basis to order services/consumable supplies for a specified period of time. Some blankets are used to make miscellaneous PURCHASES, and other blankets are used to make miscellaneous PAYMENTS. There are many problems associated with Blanket Orders.
 - a. Blankets for PURCHASES are used to buy a wide range of unknown items, in unknown quantities, at unknown prices, throughout the year. (Example: Blanket order for miscellaneous electronic parts and supplies from Radio Shack).
 - b. Blankets for PAYMENTS are used to buy specific items at specific prices, but for unknown quantities, throughout the year. (Example: Blanket order for tanks of helium @ \$_____ per tank, from Matheson Tri-Gas).
2. Blanket Orders by their “blanket” nature do not contain specific product information. This greatly reduces the University’s ability to utilize product information to obtain better quality and pricing for the products ordered. Whenever possible we need to have a written record of what we bought and what we paid for it; for the most part, blankets obscure that information.
3. **Determining eligibility for blanket orders will be on a case-by-case basis by Purchasing Services, and any exemptions granted will be only for one year.** *Note:* Allowing a blanket this year doesn’t equal a permanent exemption from the “no blankets” policy. **Any exception to any part of this policy must be justified in writing by the Requesting department and receive the prior authorization/approval by the Director of Purchasing or designee.**

Restrictions to Blanket Orders:

1. **E-Market Vendors:** Requisitions for Blanket Orders shall not be issued to vendors who are in the University E-Market.
E-Market training and job aids exist for staff and faculty who need access to E-Market to become Shoppers and or Requestors. For further details, departments can go to the following links at:
<http://www.purchasing.fsu.edu/EMarket>
<http://www.purchasing.fsu.edu/DEPARTMENTAL-INFORMATION/Departmental-Training-Aids>
<http://www.purchasing.fsu.edu/DEPARTMENTAL-INFORMATION>
Or they can contact Nancy Milburn at 644-9725 or nmilburn@admin.fsu.edu to set up training. If certain items can’t be found in the Emarket catalog, and you’ve consulted with a Purchasing Specialist, you may be able to use a p-card if per p-card guidelines and daily limit or submit a line item requisition for those items.
2. **Non-Contract Vendors:** Requisitions for Blanket Orders will not be issued to non-contract vendors if there is an existing Campus or University Contract for the same or similar product. Individual, line-item specific purchase requisitions/purchase orders may be processed to the



Blanket Order Guidelines

non-contract vendors for those materials/services that are out of stock or unavailable from the contract vendors or P-card may be used (see exceptions below).

3. **Equipment:** Blanket Orders shall never be used to order equipment.
 - a. **Equipment Maintenance Program:** If the procurement request is for maintenance of equipment, first refer to the University Equipment Maintenance Program to determine whether or not Specialty Underwriters can save your department money on maintenance coverage. If you choose to convert to the Equipment Maintenance Program, purchase orders will not need to be created. Information regarding the program can be viewed at: <http://www.purchasing.fsu.edu/DEPARTMENTAL-INFORMATION/Specialty-Underwriters-Equipment-Maintenance-Service-EMS> and <http://www.purchasing.fsu.edu/content/download/27926/173931/Equipment%20Maintenance%20Contract%20Summary%20Sheet%20v3.1.pdf>.
4. **Few purchases per year:** If only a few purchases a year are made, the blanket format may not be the recommended method, (i.e. in lieu of having to type a one or two line itemized requisition a couple of times a year, then the blanket may not be allowed).
5. **P-Card:**
 - a. Departments are strongly encouraged to use the University's P-card (Visa) for supply and maintenance/repair purchases that are not available through the E-Market, provided the total amount of the purchase does not exceed the limits assigned to the card and further provided that the purchase is appropriate for the P-card.
 - b. See the P-card Information site at: <http://www.purchasing.fsu.edu/Purchasing-Card-Information> for the policy for ordering using the University's P-card or to obtain a P-card.
 - c. For those situations where the vendor is not available in E-Market or where P-card cannot be used or might not be appropriate, consult with the Director of Purchasing or designee to discuss other appropriate procurement options.
 - d. It may also be allowable for a P-card holder to have their limit increased or have the card opened up for other merchant category codes that normally are not acceptable based upon their justification of purchase (i.e. Food). Consult with Nancy Milburn, the P-card Administrator for possible options.
6. **Allowable Unencumbered Disbursements List:** See the following link for the items that are on the Allowable Unencumbered Disbursements List that can be paid via a Payment Request Form (PRF) as unencumbered payments: <http://control.vpfa.fsu.edu/content/download/4219/29831>
Make sure to refer to this list often to determine whether the purchase is an allowable unencumbered disbursement. It is possible that this list can be re-evaluated from time to time to add other categories that would qualify for payment as unencumbered.



Blanket Order Guidelines

Exceptions to Blanket Order Policy:

1. **Blanket Orders for maintenance/services** (Contracts for Services, Maintenance Service Contracts, Leases/Rentals, etc.) may be issued against established solicitations, or campus, University, State or other governmental entity contracts, in accordance with the prices established for the solicitation and the policy for the respective purchase type. Note: These types of orders are not considered to be true Blanket Orders, as they are supported by documentation that defines pre-established costs, however, again, ask if the vendor takes P-card to determine if this is a possible payment option. Blankets for PAYMENTS aren't our main concern, but "payment-type blankets" will be evaluated to determine if the vendor accepts Visa. If so, then we need to determine if the items to be purchased are allowable purchases for the P-card, and if the typical order falls within P-card spending guidelines. We might not allow blanket orders even for payments, if the P-card is a reasonable alternative.
2. **Blanket Orders for Food (i.e. Winn Dixie, Publix)**

Approved Blanket Orders / How to set them up:

- a. Each requisition that is approved as a Blanket Order shall contain a description to identify it as a blanket order, together with a brief description of the types of product/services to be ordered, and the effective dates; for example, "Blanket Order for miscellaneous food type items, effective July 1, 2013 through June 5, 2014 to Winn Dixie."
- b. Each blanket issued shall contain a list in the item description field of the requisition of those individuals who are authorized to order against it. Should you run out of room in the item description field, you can continue in the line comments.

Other Miscellaneous Information:

1. Check with Copier Services (if for Copier Purchase/Lease)
2. Refer to the "Goods and Services Procurement Guide" on the Purchasing Services website often as this site is updated periodically: <http://www.purchasing.fsu.edu/> then click on "Goods and Services Procurement Guide". This site provides helpful information regarding contracts and non-contract suppliers that offer discounted pricing options.
3. Change Requests/Change Orders: Requests to increase Blanket Orders that are approved and established, will be screened on a case-by-case basis by Purchasing Services and may be denied should an alternate method of purchase become available.
4. Lastly, if you have any procurement questions, please contact Purchasing Services at: 644-6850.