



BLANKET ORDER CONTROL PROCEDURES Rev. 3/24/17

1.0 PURPOSE: To ensure efficient placing of usually small &/or commodity type tax levy orders by New York City College of Technology's (NYCCT) schools and departments through the use of amount only Blanket Orders issued by the Purchasing Office.

2.0 DEFINITIONS:

2.1 PURCHASE ORDER (PO): A PO is an official document/agreement generated by the Purchasing Office and submitted to vendors for delivery of goods and/or services. Information such as vendor name, address, total amount of purchase, NYS Statewide Financial System (SFS) vendor numbers and terms and conditions are incorporated into the PO. The PO represents a guarantee of payment for goods and/or services received/rendered up to the total PO amount. Vendors are prohibited from delivering goods and/or services without an electronically approved and/or signed PO from the Purchasing Office or beyond the total amount of the PO. The only exceptions are items ordered via a P-Card (Credit card)

2.2 BLANKET ORDER: A written authorization in the form of an amount only PO for a department(s) to purchase indefinite quantities of goods and/or services from a specific vendor for a specified period of time, usually up to one fiscal year, ending June 30th , up to the total PO amount.

RATIONALE: Blanket POs are more efficient and save on administrative costs for goods and services from the same vendor. The decentralized act of releasing goods and services routinely while maintaining centralized control over the selection of vendors, competitive pricing, terms and other condition enables the buyer to obtain more favorable pricing through volume commitments.

3.0 REGULATION: At the discretion of the Procurement Director, Blanket Orders may be issued for purchases against the College, CUNY-wide, OGS, DCAS, GSA, and DOE contracts and for other appropriate purchases. Department funds are encumbered for the entire amount of the Blanket Order at the time the PO is issued. After the Purchasing Office has issued a Blanket Order, the requesting department will contact the vendor directly, via email for documentation, to make releases against the Blanket Order. Total Blanket Order releases are not to exceed the total PO amount. Invoices with partial payment requests are submitted to Accounts Payable for vendor payment. This procedure is followed until either the time period expires or encumbered funds are exhausted. Blanket Orders against tax levy funds are requested

by the same procedure as other POs; i.e., creation of a Requisition in CUNYfirst Procurement (CFP) and submission for all required approvals and budgeting.

4.0 CONTROLS: The Accounts Payable Office is ultimately responsible for the payment of invoices including those against Blanket Orders. **Blanket Orders cannot exceed the total PO amount.** The end user department is only allowed to increase Blanket Orders via a new Requisition in CUNYfirst for the additional amount citing the existing PO number. The Purchasing Office is responsible for:

1. Selecting the appropriate Procurement Method.
2. Increasing/decreasing Blanket Orders via Change Orders.
3. Assisting end users in managing their Blanket Orders. This process includes:
 - o **Ensuring that Blanket Orders do not exceed the total PO amount.**
 - o **Identifying Blanket Orders which will not be fully exhausted and reducing encumbrances appropriately.**

Procedures:

Requisitioner	Should check department's budget & obtain quote or price estimate of goods and/or services required.
Requisitioner	A CUNYfirst Procurement requisition is created. CFP includes the name of the vendor, and the maximum amount anticipated to be spent within the fiscal year or other desired period (All Reqs should include shipping/freight charges).
Requisitioner	Submit Requisition for required approvals and budget check.
Purchasing	A Purchasing Agent is assigned to fully review Requisitions to ensure compliance with approval requirements, accuracy and completeness.
Purchasing	Once all the requirements are met, a Blanket Order is created and issued to the vendor. The PO will include the maximum dollar amount that can be ordered during the period, billing instructions, etc.
Purchasing	A copy of the PO is emailed to (1) Vendor (2) The Requisitioner (3) Property Management, (4) Receiving and (5) Approvers and any other appropriate parties.
Requisitioner	A new Requisition must be generated if the Blanket Order needs to be increased. No releases may be made which will exceed the Blanket Order over its total amount. Please contact the Purchasing Office immediately if any cancellation or modification is required.
Requisitioner	Upon receiving goods and/or services, whether delivered through Receiving or by inside delivery from the vendor, the requisitioner signs the appropriate receiving documents and creates an E-Receipt in CFP which authorizes payment through the

Additional Info:

- At the start of each fiscal year, or semester, the Purchasing Office issues the Blanket PO to encumber funds showing the annual expenditure which has been provided by the requisitioner's department. Blanket Orders expire on June 30, the end of CUNY's fiscal year, unless specified earlier on the PO.
- Departments should maintain a current spreadsheet (log) of releases and expenditures made under the Blanket Order and shall not exceed the authorized limit of the Blanket PO.

Note: Non-Tax Levy orders are currently processed via EPS (E-Procurement System) and not CFP (CUNYfirst Procurement).

SPECIAL NOTE: The Purchasing Office will conduct periodic reviews to ensure and verify that the scope and intent of the Blanket Order procedures, are being followed. Failure to follow the aforementioned Blanket Order procedures may result in the cancellation or suspension of a Blanket Order.