# Creating a Blanket Purchase Order

Blanket Purchase Orders are a simplified method of filling repetitive needs for small quantities of miscellaneous supplies, services or information technology and are designed to reduce administrative costs associated with small purchases by eliminating the need for issuing individual payment requests or purchase orders.

1. Creating a Requisition
    a. Submission Information:
        i. Item Description – "Blanket Purchase Order for _____
        ii. Effective Dates – use specific term dates __/__/____ to __/__/____
        iii. Authorized Users: _____
    b. A Blanket Purchase Order (BPO) can be used for general goods and services, contractual services, supplies and contracts recurring throughout the fiscal year. One BPO can eliminate the need for multiple payment requests and/or purchase orders, thus eliminating repetitive transactions and resources.
    c. Blanket Purchase Orders generally run the length of the Fiscal year (July 1 to June 30) but the time period can be adjusted to suit the requestor's needs.
    d. Authorized Users are determined by the department
    e. BPO's must adhere to the rules and regulations of South Carolina Consolidated Procurement Code. Dollar amounts follow the same rules of other Procurement Methods.
        1. General Procurement < $10,000.00
        2. State Contract Vendors > $10,000.00
    f. Service agreements, Annual Software Licenses, and University Contracts are NOT Blanket Purchase Orders

2. Creating a ticket
    a. Navigate to the SAAS Ticketing website and choose "Finance" from the options at the top
    b. Choose "Procurement" as your category
    c. Fill out all necessary information and include all required attachments.
    d. If the BPO is used for Food, please, adhere to BUSA 7.05 policies and procedures.
    e. Attach documents and hit Submit

3. Authorization
    a. A procurement team member will claim your ticket
    b. Once established purchases can be made using the BPO. All invoices/receipts should be attached & returned on the same ticket for processing payment to the vendor.
    c. Using the details you provided in the ticket the procurement coordinator will receipt the Invoice against the BPO in the PeopleSoft system.
    d. The Invoice will then be sent to The Controller's Office for payment.

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