

Blanket Purchase Order – Quick Reference

Requestor Delivery

- Name of Requestor\Name of Person Entering Req
- Delivery Date: End of Blanket
- Org
- Ship To Location: Where does item need to be delivered to
- Attention To

The screenshot shows a form with the following fields and values:

- Requestor***: Kim Tom\Nichole Marbury
- Transaction Date***: 11/10/2017
- Delivery Date***: 06/29/2018
- Chart***: 1 Washtenaw Community College
- Organization***: 23312 IS/User Support
- Ship To Location***: SC314Z
- Choose Accounting Type**: Document Level Accounting, Commodity Level Accounting
- Attention To***: Kim Tom
- Requisition Comments**: (empty)

Vendor Information

Enter Vendor Name and or Code

Add Item & Accounting Screen

- **Commodity Description:** “Department Name” Blanket Purchase Order – *Refer to Org Responsibilities Spreadsheet for Department Name*
- **U/M (Unit of Measure):**
- **Quantity: 1**
- **Unit Price:** is the amount you want available on the blanket – *as long as the PO is still open during any given fiscal year, this amount can be increased/decreased in the future by submitting an email to the Purchasing Department.*
- **Item Text/Public Comments - include the following:**
 - Purpose: Description of items to be purchased
 - Effective: When will you need it, which is usually the fiscal year (July 1, 2018 – June 30, 2019)
 - Authorized Users: (Who is authorized to place orders against PO)

The screenshot shows the 'Add Item & Accounting' screen with the following fields and values:

- Commodity Description**: IS/User Support Blanket Purchase Order
- Unit Of Measure***: Each (EA)
- Quantity***: 1.00
- Unit Price***: 500.0000
- Commodity Comments**: (empty)
- Item Text/Public Comments**: Purpose: Computer Accessories
Effective: (July 1, 2017 - June 30, 2018)
Authorized Users: Kim Tom, Crystal Sims, Nik Hunt, Tagy Phillips, Nichole Marbury
- Item Text/Private Comments**: Enter comments for the commodity item

If Blanket has a contract, be sure to note Contracted Services in Document Text/Public Comments