

Policy Name:	Blanket Purchase Orders and Reconciliations	Department:	Facilities
Effective Date:	July 17, 2024	Division:	Administration
Managed By:	Maintenance & Operations	Approved By:	Assistant Vice Chancellor for Facilities - Paul Goodman, PE

PURPOSE:

To establish a procedure for managing blanket purchase orders and reconciliations. Blanket purchase orders are used to obtain material for the use on a specific work order. Blanket purchase orders are not intended for supplies and ancillary items held for everyday use.

PROCEDURE:

1. The technician will travel to the vendor and select items needed to complete a specific work order. The technician will obtain a paper copy of the order including prices and quantities of the material purchased.
2. The appropriate Department Manager will forward the paperwork to the Material Administrator in the Storeroom.
3. The Material Administrator will input the data from the packing slip to create a Purchase Order in the AiM system.
4. The Material Administrator will receive the newly created Purchase Order in AiM.
5. The Material Administrator will disburse the received Purchase Order to allocate the costs to the proper work order.
6. The original paperwork will be retained and filed chronologically by Vendor in the Storeroom.
7. Each Blanket Purchase Order will be assigned a schedule for reconciliation in the Oracle System. Per the schedule, the Material Administrator will review and reconcile the Purchase Order in Aim with the invoicing data in Oracle. If the data reconciles the invoice will be approved for payment. Purchase Orders that do not match their invoice will be researched and reconciled for approval.
8. Each week the Material Administrator will present the Blanket Purchase Order transactions to the Storeroom manager for review. The Storeroom Manager will collate the data from the transactions into a spreadsheet for distribution to the appropriate VUMO managers.

9. The Storeroom Manager will compile and retain the annualized data on each Blanket Purchase Order for annual budgetary review with VUMO management.

APPROVED BY:

Date	Assistant Vice Chancellor of Maintenance & Operations
7/17/2024	<i>Paul Goodman</i>

POLICY RECORDED:

Date	

REVISION HISTORY:

Date	Summary of Changes