

Blanket Purchase Orders

Standing Blanket Purchase Orders

A standing order is a repetitive order for a fixed quantity on a specified delivery schedule over a specified period of time (not to extend past the fund's ending date). To request the initiation of a standing purchase order, submit a properly completed requisition and include the additional information listed below:

- Proposed effective start and end dates not to exceed one fiscal year's duration
- Expected total amount to be spent during the proposed period
- Schedule of delivery to include
 - a specified delivery time schedule, and
 - a fixed quantity to be delivered.
- Purchase order number on previous requisition (if applicable, for renewals only)
- Statement: "30 day written notice of cancellation by either party voids this PO."

Small Repetitive Orders

Small repetitive orders should be increased in quantity and decreased in frequency so suppliers are not continually asked to handle transactions which are unprofitable. Frequent small orders are costly to UNT System as a result of increased handling by multiple departments.