

PURCHASING – OPEN ACCOUNTS

AP No. 6335

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- I. Blanket, Open or Standing Purchase Orders may be established to consolidate repeat purchases of items having a minimum dollar value. As necessary, the Board shall be asked to ratify the purchase assigned to the accounts.
- II. This type of order is difficult to manage because quantity and price are not consistent throughout the life of the order. Central Receiving doesn't know how much of anything will be delivered and accounting can not audit the unit cost. This type of purchase order shall exist to accomplish the following objectives:
 - A. For the purpose of consolidating repeat purchases of items normally having a minimum dollar value, this type of purchase orders shall be used in accordance with the following procedure:
 1. The Blanket, Open or Standing Purchase Order will function as follows:
 - The standard requisition will be prepared by college personnel as individual items are needed.
 - After the proper approval, the requisition will be directed to the Purchasing Office.
 - The Purchasing Office will make the determination of whether or not to issue this type of order.
 - The purchase transaction, regardless of whether the Blanket, Open or Standing Purchase Order is used, will be handled in the normal manner.
 - As the Blanket, Open or Standing Purchase Orders are closed, the Accounting Office will verify all vendor invoices against the purchase order maximum dollar amount.