

**Policy & Procedure Manual**

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**BLANKET PURCHASE ORDERS - FD-VIII-7**

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**POLICY**

Blanket purchase orders will be issued for suppliers dealt with on an ongoing basis for routine and repetitive purchases. The blanket amount assigned to each purchase order will vary by vendor and is subject to review and approval by the Director, Finance and Administration or Executive Director before being issued.

**PURPOSE**

To reduce the number of purchase orders to be issued for repetitive or routine purchases.

**PROCEDURE**

1. A list of suppliers that are routine or repetitive is prepared by Finance and an appropriate amount required identified on an annual basis based on prior year activity.
2. A pre-numbered blanket purchase order is prepared.
3. All blanket purchase orders are valid from April 1 to March 31st.
4. The original purchase order is sent to the vendor. A pink copy is to remain in the applicable vendor's Accounts Payable file. A second pink copy is filed in the Purchase Order Control file and recorded as a blanket purchase order.
5. A listing of blanket purchase orders issued will be distributed to all Management personnel once annually, and as amended.
6. For purchases of a non-routine nature or greater than the blanket approved amount, a separate purchase order is to be issued. Refer Policy FD-VIII-2 Purchase Orders.

**RECOMMENDED BY:** Director, Finance and Administration

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

**ORIGINAL POLICY DATE:** June 1994

**AUTHORIZED BY:** Executive Director

**SIGNATURE:** \_\_\_\_\_

