How Do I Set up Blanket Purchase Orders?

Blanket Orders are for purchases that are made on a reoccurring basis from the same vendor. To set up a Blanket Purchase Order go to http://ban.uaex.edu then click on the Extension Templates link. Click on P.U.R.C.H. link then select P.U.R.C.H. -303.

This is to be used only if a vendor does not accept a P-Card or if purchases go over your P-Card limit.

Blankets are for frequent small dollar purchases with a $1000.00 limit per month.