

Section 5.1.2: BLANKET PURCHASE ORDERS (BPO)

Blanket purchase orders are an arrangement under which a purchaser contract with a vendor to provide the agency's requirements for an item, or a group of items, on an as-needed basis. **THIS IS NOT TO EXCEED ONE FISCAL YEAR.** No procurement may be divided into two or more purchases for the purpose of evading the competitive bidding/quote requirements. Each purchase made under a blanket purchase order must be of a kind that could be made without competitive bidding or quotes if there were no blanket purchase order.

State Purchasing numbered Memorandum 03 (2003-04) addresses blanket purchase order (BPO) functionality within MyFloridaMarketPlace, the State's new eProcurement system. Following an overview of the purpose and required elements of BPOs, the memorandum provides guidance on the alternative methods for creating BPOs within MyFloridaMarketPlace.

http://dms.myflorida.com/dms/purchasing/purchasing_memos_rules_and_statutes/state_purchasing_numbered_memoranda/2003_2004

Blanket purchase orders are subject to the following guidelines and limitations:

- A. The total amount of a blanket purchase order cannot meet or exceed Category II (\$25,000.00) for any given fiscal year period unless bid or single source approval has been obtained.
- B. Blanket purchase orders may not be for a period exceeding one fiscal year or cross fiscal years.
- C. Commodities on state or department contracts must be purchased from appropriate suppliers. Purchase orders are subject to all terms and conditions of the applicable contracts.
- D. Blanket purchase orders should be issued based on past usage needs for the estimated amount necessary to support operations not to meet or exceed Category II (\$25,000.00).
- E. Blanket purchase orders must contain the following information:
 1. Purchase order expiration date.
 2. A list of personnel authorized to use the purchase order.
 3. The following statements:
 - a. No capital outlay items have a value of \$1000 or more and useful life of one year may be purchased on this order.
 - b. Only the persons listed herein are authorized to make purchases against this order.

- c. Rate schedule when appropriate, for example, hourly
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