PURPOSE:

To define the situations where a Standing/Blanket Purchase Order is placed with one vendor for the delivery of:

2. Services covering a specified time.
3. Dollar limit.
4. A specified number of units to be delivered over time.

ELECTED OFFICIALS/DEPARTMENTS AFFECTED: All

POLICY:

The Board of County Commissioners (BOCC) has approved the use of Standing Purchase Orders on an as needed basis; the Purchasing Division or the Sheriff’s Office will issue Standing Purchase Orders.

1 Standing/Blanket Purchase Orders can be used to:
   1.1 Purchase repetitive, specified services or items, or categories of items from the same vendor over a period of no more than one year, or on a monthly basis.
   1.2 Order standard materials or maintenance supplies, which require numerous shipments and may enable Adams County to obtain more favorable pricing through volume commitments.

2 Standing/Blanket Purchase Orders should not be used when no benefit will be derived over and above the use of a regular purchase order.

2.1 A Standing/Blanket Purchase Order is prepared using Purchase Requisition (see Policy #1025) and shall include the following additional information:
   2.1.1 The time period to be covered (not to exceed one year).
   2.1.2 A cancellation clause as stated in Purchase Order Terms and Conditions.
   2.1.3 Items and/or categories of the items included.
   2.1.4 A statement that all incoming shipments shall be F.O.B destination. The acceptance of vendor terms other than F.O.B. destination requires the prior approval of the Purchasing Division.

2.2 Personnel authorized to issue order releases.
Annually, all Standing/Blanket Purchase Orders are reviewed by the Purchasing Division or the Sheriff’s Office depending on who issued it and potentially reissued for another defined time period. All Standing/Blanket Purchase Orders shall have an annual review on or prior to their anniversary date.

**EXCEPTIONS:**

There are no defined exceptions to this Policy.

**PROCEDURE:**

There are no specific procedures related to this Policy.