

	STANDING/BLANKET PURCHASE ORDERS	Approval Date 01/16/13
	DIVISION AND POLICY NUMBER PURCHASING - 1030	Revision Date

PURPOSE:

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

1. Goods.
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.