



Office of the Vice President  
for Administrative Services

# Memorandum

To: University Requestors  
From: Jeffrey J. West *JW*  
Cc: Arnold B. Combe  
Date: April 5, 2005  
Re: Small Dollar Blanket Purchase Orders and Maintenance Agreements

In recent years the Purchasing Department has encouraged departments on campus to use Purchasing Cards in place of small dollar blanket and maintenance purchase orders. As a result, most departments on campus have increased their use of these cards for small dollar transactions and the number of blanket and maintenance orders has been reduced.

Effective July 1, 2005, the Purchasing Department will no longer issue blanket or maintenance orders for annual amounts under \$5,000 in value. This change is being made after careful analysis of the high costs associated with processing these types of orders. Several major campus users of small blanket and maintenance orders were consulted and were supportive of the need to make this change. With few exceptions (restricted items such as animals, radioactive isotopes, etc.) the University Purchasing Card can be used in place of these types of orders. For the convenience of departments not currently using the Purchasing Card, an application is attached.

We would appreciate your support and cooperation in making this change. Specific instructions regarding processing of orders larger than \$5,000 or for restricted items are included in this mailing.

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April 2005

Dear Requestors:

Your **Blanket /Maintenance/Lease** order Proof Requisitions are attached.

**NOTE, NEW POLICY:** If your Proof Requisition (PR) is under \$5,000 a University Purchase Card should be used, or an alternative small dollar process. {Please see attached memo} If you do not have a card please see the enclosed application and directions. The cost of processing these small orders from invoices has become prohibitive and we are trying our best to keep costs down for you and the entire University community. If we have made a mistake on those stamped "Purchasing Card Only", please attach a note telling us why this is **not** eligible for purchasing card.

Please read the following before sending the corrected/signed Proof Requisition back to Purchasing:

1. **Is this Blanket or Maintenance order the best way to purchase these goods/services even if the purchase is over \$5,000?**

Please take the time to consider the Purchasing Card and make the best decision.

2. **ONE ORDER, ONE ACCOUNT DISTRIBUTION PER ORDER:**

PeopleSoft works best when we limit the order to one account distribution. You may have as many Blanket Orders as you wish, for one supplier or for several suppliers.

3. Please make sure all of the **information**, including pricing, is current and correct.

4. Please make sure the **authorized signature** is on the PR.

5. If **changes** are necessary, mark through the old information and type in the new.

6. **If you have questions about the PR(s) or the change in policy, please call the appropriate buyer in the Purchasing Department, or the main number: 581-7241.**

7. If you intend to fax the PR back to Purchasing, 581-8609, please make sure it is readable. Light handwriting does not fax well. Please type when possible.

**IF YOU FAX THE PR, DO NOT MAIL THE ORIGINAL.**

8. Please **return** these PR's to Purchasing ASAP, preferably by return mail and not later **than May 27, 2005**. It takes time to process thousand's of PR's and get them to our suppliers by July 1<sup>st</sup>. Help us to serve you better by returning the edited PR to us **as soon as possible**.

9. **No Blanket PR's accepted after June 17<sup>th</sup>**. Because of the automated feature of the Blanket PR program, we cannot process PR's after this feature is turned off in PeopleSoft. At that point, we must input a new Requisition, so please, for your own convenience, submit the PR's before June 17<sup>th</sup>. After that date they will be returned to you by campus mail. Thank you.