Blanket Purchase Order Requests

A brief review
Definition:

Purchase of designated commodities provided over a specific period of time for contracted or established quantity/pricing
Price List:

Provide a list of items with the estimated quantities and prices for all items designated for the blanket order.
Start Date/End Date:

• On State funds your BO must run during the current fiscal year but MUST end by June 30th

• On RF funds your BO may end when your Grant terms
Your total price (estimated value) for the time period provided should be as accurate as possible.

- The value should be accurate so the appropriate Procurement process is followed. This must be advertised if annual value exceeds $50,000.
- Amending the BO value on State funds means vouchers can no longer be paid in Wolfmart; only in SUNY.
Instructions for End Users:

• Evidence of price reasonableness must be provided for Blanket Order requests in excess of $2,500.

• This blanket order is issued with the understanding that only the items on the relevant price list are allowed to be purchased under this blanket order. When delivery orders are issued please verify that the part # is covered by the relevant price list and that the price is correct. When approving invoices please also verify against the relevant price list.

• You are also responsible to track the various delivery orders that are given to the vendor and ensure the blanket order’s value is not over spent. If the blanket order value needs to be increased, please discuss with the Buyer, who issued the BO, before any further deliveries are authorized.
Instructions for Vendors:

• This blanket order is issued with the understanding that only the items on the relevant price list are permitted to be purchased using the blanket order.

• When delivery orders are given to you by the Stony Brook representative; you must verify that the part # is covered by the relevant price list and that the invoicing will match the price list.

• You are also responsible to keep track of the various delivery authorizations and advise SBU if the blanket order’s value is exceeded. You should not to deliver items if the blanket order value is exceeded. Please contact the Buyer named on the BO and wait for an amended blanket order from the SBU Procurement Dept.