

MEMORANDUM

TO: ALL DEPARTMENTS

FROM: JIM SCHOLL, CITY MANAGER *JScholl*

DATE: OCTOBER 1, 2010

RE: BLANKET PURCHASE ORDERS FY 2010-11

Please be advised that each department shall establish, maintain, and have available for inspection a log for each blanket purchase order for your department, established for Fiscal Year 2010-11. The log should indicate date of pickup, description of item, quantity, name of staff initiating the purchase, and amount of purchase. No services can be purchased pursuant to a blanket purchase order.

Most importantly, remember that each individual item purchased pursuant to a blanket purchase order may not exceed \$500.00 – those items should be priced and competitively purchased separately. Additionally, if the impending purchase from the blanket will result in the purchase of several items which in total will exceed \$500, the items should be priced out and requisitioned separately. Finally, purchases made as part of a project/major repair should be priced out separately and processed through purchasing not through the blanket.

No attempt should be made to circumvent the policy by multiple trips to the vendor or “breaking up” a requirement as to avoid competitive purchasing. Logs will be audited by Finance on a no notice basis throughout the year. Any Department which circumvents the policy will jeopardize their ability to purchase pursuant to a blanket purchase order.

Thanking you in advance for adhering to this policy.