


# MEMORANDUM

To: Directors and Managers  
FR: Mark Z. Finigan, Finance Director   
DA: 10/12/2015  
RE: Blanket Purchase Orders FY 2015-16

Though the Code allows for small purchases less than \$500.00 in anticipated value to be procured without competition provided they met certain conditions it is my direction that individual items (or group of like items) less than \$500.00 in anticipated value be priced to the maximum extent possible. The operative phrase is "to the maximum extent possible". If there are known sources (especially local) which could provide the required supply item, a reasonable attempt should be made to secure at a minimum one additional quote. A departmental log shall be maintained to document purchases made pursuant to this policy and will become the source document necessary to demonstrate the departments attempt to secure additional competition. If there are circumstances that prevent a department from securing at the minimum one additional quote, the log should clearly identify the basis for procuring from a single source. Examples preventing the procurement from an additional source could be emergency, only one known local vendor or situations in which additional competition efforts do not warrant the additional administrative efforts to source a second vendor. We need to ensure we support all local vendors by creating an environment of full & open competition to the maximum extent possible.

Please be advised that each department shall establish, maintain, and have available for inspection a log for each blanket purchase order for your department. The log should indicate date of pickup, description of item, quantity, name of staff, amount of purchase and documented attempts to secure additional pricing. No services can be purchased pursuant to a blanket purchase order.

Also, remember that each individual purchase pursuant to a blanket purchase order may not exceed \$500.00 – those purchases over \$500.00 in value should be priced & competitively purchased separately. Purchases made as part of a project/major repair should be priced out separately and processed through a stand-alone purchase order, not through the blanket purchase order.

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 privilege to purchase pursuant to a blanket purchase order.

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Department/Division

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Name of Director or Manager

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Signature of Director or Manager