

UNIVERSITY BLANKET CONTRACTS FOR THE MARYVILLE AREA ONLY

The Purchasing Department establishes University blanket contracts for small dollar, repetitive supplies that may exceed \$2,999.99 within a year. Contracts are only established with Maryville area vendors to guarantee a discount on current prices. The contract should be used for in-stock supplies on an as needed basis. Each contract is issued for a **one**-year period only.

Restrictions of contract:

1. A purchase order (PO) shall not exceed \$24,999.99.
2. No line item on an invoice shall exceed \$2,999.99 or be duplicated on an invoice. If a specific item exceeds \$2,999.99, it must be bid by the Purchasing Department.

There are two ways to purchase from University blanket contracts:

1. Specific Order

- a. Prepare a Purchase Requisition (PR) for specific supplies. No line item shall exceed \$2,999.99. The PR total shall not exceed \$24,999.99. Reference the contract number, the percent of discount, person who quoted price, whether being picked up or delivered to campus and special instructions or information. **(See Attachment A).**

Object Codes

- When purchasing an item costing \$999.99 or less, use a 3000 series object code with account number (e.g. 163240 3101 office supplies, 3301 maintenance supplies).
- When purchasing an item costing \$1,000.00 or more, use a 4000 series object code with account number (e.g. 163240 4101 office equipment, 4501 tools).

Note: Because of property control requirements, an item that costs \$1,000.00 or more should be on a purchase order and invoice by itself.

- b. The PR must be encumbered and processed by the Purchasing Department.
- c. After the Purchasing Department processes the PR to a PO, the department may pick up the supplies.
- d. The vendor shall prepare an invoice referencing the PO number, showing line items, quantities, item costs, sub-totals, discounts and total.
- e. Check the invoice to make sure discount has been applied. Sign the invoice with a readable signature. Obtain a copy of the invoice from the vendor.
- f. Send the invoice to Accounting.

- g. Notify the Purchasing Department that the supplies have been received.

2. Blanket Order

- a. Prepare a PR, not to exceed \$24,999.99, as a blanket order referencing the contract number and the percent of discount.
(See Attachment B.)
Note: When purchasing an item costing \$999.99 or less, use a 3000 series object code with account number (e.g. 163240 3101 office supplies, 3301 maintenance supplies).
- b. The PR must be encumbered and processed by the Purchasing Department.
- c. After the Purchasing Department processes the PR to a PO, a copy will be mailed to the vendor.
- d. As a department needs an item from this vendor, it may be picked up and the vendor given the PO number.
- e. The vendor shall prepare an invoice referencing the PO number, showing line items, quantities, item costs, sub-totals, discounts and total.
- f. Check the invoice to make sure discount has been applied. Sign the invoice with a readable signature. Obtain a copy of the invoice from the vendor.
- g. Send the invoice to Accounting.
- h. The remaining balance to be used for purchases will be monitored by the department. The remaining balance is the total of the PO minus all expenditures.
- i. When expenditures reach the approximate amount of the PO (not to exceed the total) **or** the last purchase is made, mark the invoice, “**FINAL.**” Accounting will close the PO. Any further purchases would require a new PR.

The Purchasing Department will cancel any outstanding balances on PO's at the end of the contract period.

View the website for a current listing of our Local Blanket Contracts.

ATTACHMENT A

PURCHASE REQUISITION

THIS IS NOT AN ORDER

DATE	PURCHASE REQUISITION NO.
10/25/99	R507640

BATCH # _____
 POSTING DATE _____
 INITIALS _____
 PO TYPE _____
 BUYER _____
 PO PRINT (Y/N): _____

TERMS	F.O.B.	QUOTE NO. / QUOTE DATE	EXPECTED DELIVERY DATE
			11/30/99
PURCHASING CONTACT — PHONE	DEPARTMENT	REQUEST NO.	DEPARTMENT / INTERNAL NO.
Department Enc.	Envir Serv SS		
			VENDOR I.D. NO.
			V0002684000

VENDOR

SHIP TO

DRAKE LUMBER & BUILDING SUPPL
 NORTH 71 HWY
 MARYVILLE MO 64468

NORTHWEST MO STATE UNIVERSITY
 CENTRAL RECEIVING
 WEST 7TH STREET
 C. EBRECHT - GROUNDS
 MARYVILLE MO 64468

ACCOUNT NO. 1			ACCOUNT NO. 2		
7-60000-3301	100.	% \$			% \$
ACCOUNT NO. 3		% \$	ACCOUNT NO. 4		% \$

NO.	QUANTITY/UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
		Purchase Requisition		
		INVOICE MUST BE: A. SIGNED BY PERSON PICKING UP ORDER B. PO NUMBER WRITTEN ON C. SHOW RETAIL PRICE LESS DISCOUNT D. COPY GIVEN TO PERSON GETTING ORDER E. ORIGINAL COPY OF THE INVOICE SENT TO NWMSU ACCOUNTING DEPARTMENT CONTRACT # UC970023, 15 % DISCOUNT		
001	20.00 EA	LUMBER, 2 X 6-16 #2	12.104	242.08
002	20.00 EA	LUMBER, 2 X 4-12 #2	5.406	108.12
003	5.00 EA	LUMBER, 1 X 4-16 #2	5.168	25.84
		PRICE QUOTED BY GENE DRAKE TO CLARENCE 10/25/99 ORDER TO BE DELIVERED TO GROUNDS SHOP		

TOTAL ► 376.04

DEPARTMENT COPY

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ATTACHMENT B

PURCHASE REQUISITION

THIS IS NOT AN ORDER

DATE	PURCHASE REQUISITION NO.
07/14/99	R398580

BATCH # _____
 POSTING DATE _____
 INITIALS _____
 PO TYPE _____
 BUYER _____
 PO PRINT (Y/N): _____

TERMS	F.O.B.	QUOTE NO. / QUOTE DATE	EXPECTED DELIVERY DATE
			7/30/99
PURCHASING CONTACT - PHONE	DEPARTMENT	REQUEST NO.	DEPARTMENT / INTERNAL NO.
Department Enc.	Envir Serv SS		
			VENDOR I.D. NO.
			V0000129000

VENDOR

AMERICAN ELECTRIC CO
 206 WEST THRID STREET
 MARYVILLE MO 64468

SHIP TO

NORTHWEST MO STATE UNIV
 CENTRAL RECEIVING
 WEST 7TH STREET
 PEDERSEN/ELECTRIC SHOP
 MARYVILLE MO 64468

ACCOUNT NO. 1 1-71000-3301	50. % \$	ACCOUNT NO. 2 4-19000-3301	50. % \$
ACCOUNT NO. 3	% \$	ACCOUNT NO. 4	% \$

NO.	QUANTITY/UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
		Purchase Requisition INVOICE MUST BE: A. SIGNED BY PERSON PICKING UP ORDER B. PO NUMBER WRITTEN ON C. SHOW RETAIL PRICE LESS DISCOUNT D. COPY GIVEN TO PERSON GETTING ORDER E. ORIGINAL COPY OF THE INVOICE SENT TO NWMSU ACCOUNTING DEPARTMENT CONTRACT # UC970038 50% DISCOUNT FOR ELCTRICAL COMMODITIES		
001	1.00 EA	BLANKET ORDER NOT TO EXCEED	1,000.00	1,000.00

TOTAL ▶

1,000.00

DEPARTMENT COPY

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