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.

   Object Codes
   • When purchasing an item costing $999.99 or less, use a 7100 series account number
   • When purchasing an item costing $1,000.00 or more, use a 7600 series account number for property control

   b. After the Purchasing Department processes the PR to a PO, the department may pick up the supplies.
   c. The vendor shall prepare an invoice referencing the PO number, showing line items, quantities, item costs, sub-totals, discounts and total.
   d. 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.
   e. Send the invoice to Accounting.
   f. 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. 
      Note: When purchasing an item costing $999.99 or less, use a 7100 series account number
   b. After the Purchasing Department processes the PR to a PO, a copy will be mailed to the vendor.
c. As a department needs an item from this vendor, it may be picked up and the vendor given the PO number.
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. 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.
h. 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 which is the end of the fiscal year.

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