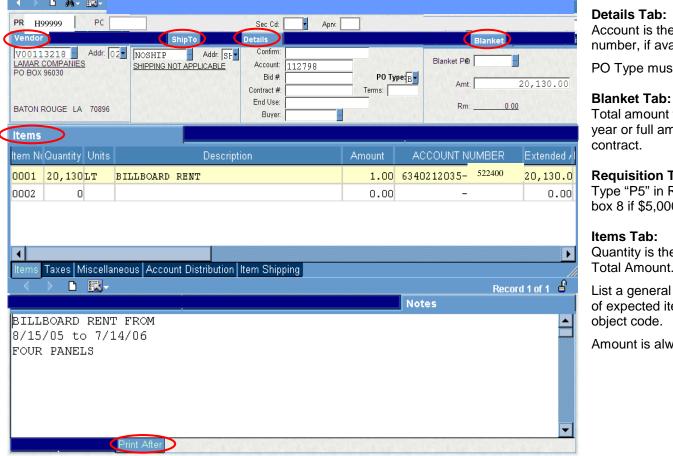
FORT HAYS STATE UNIVERSITY STATE ACCOUNT **BLANKETS**



Account is the Customer number, if available.

PO Type must be "B".

Total amount for one year or full amount of

Requisition Tab:

Type "P5" in Req Code box 8 if \$5,000 or over.

Quantity is the Blanket Total Amount.

List a general description of expected items per object code.

Amount is always \$1.

Policies:

- Enter the one year estimated total amount or the contract total amount into the Blanket Tab before adding Items.
- Only the budget authority needs to approve Blanket PRs.
- Blanket PRs are only available with permission from Purchasing.
- A separate Blanket PR is required for each vendor.
- One invoice cannot be paid against multiple Blanket PRs.
- Indicate amount to be paid on each invoice sent to AP to be paid against the blanket PO.
- Write "Blanket" and "Partial" to the right of the PO# on each invoice being paid during the blanket period.
- If payments have been made against the PO, the status becomes PP.
- The final invoice needs to indicate that it is the "Final Payment" on the Blanket.
- The Blanket PR must be closed prior to year end, contact Phil Toepfer to disencumber the balance.