



NEVADA SYSTEM of HIGHER EDUCATION
BUSINESS CENTER NORTH - PURCHASING DEPARTMENT

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Date: March 6, 2019
To: Vice Presidents, Deans, Directors and Department Heads at all BCN Institutions
From: Ray Moran, Chief Procurement Officer (e-mail: r Moran@unr.edu)
Subject: Blanket Purchase Orders for FY 2020

Repeat purchases of the same goods or services, from the same supplier, should be documented with a Blanket Purchase Order (BPO) or a contract. This includes regular payments for such items as rentals, maintenance, and other services, as well as purchases of office and MRO supplies.

As with any other Workday purchase order, requisitions for FY20 BPOs and POs will be completed, approved, and submitted on-line. Submission of FY20 requisitions will need to wait until the new budgeted accounts are opened up, which should happen soon after next year's budgets are approved.

Once your company, your institution has opened the FY20 budgets, you should be able to submit for approval and processing any/all requisitions that are to be issued in July or thereafter. FY20 BPOs and POs that need to be encumbered in July 2019, should be received in BCN Purchasing by May 17, 2019. This includes both new BPOs and BPO renewals. Requisitions for FY 20 should be identified in the internal memo area, and they should use July 1, 2019 as the budget and accounting date. BCN Buyers will be on the look-out for requisitions that appear to be aimed at the wrong fiscal year and will ask for clarification if in doubt.

Requisitions should be completed with all normally required information, as well as the following items unique to BPOs:

- The description should include "BLANKET PURCHASE ORDER" or "BLANKET PURCHASE ORDER RENEWAL." If the transaction is a renewal, the current or previous BPO number should be prominently noted.
- The beginning and ending dates for the BPO (for FY20, that would typically be 7/1/19 - 6/30/20).
- The complete description of the products or services being purchased.
- The billing periods and rates per period or other pertinent invoicing and payment details (i.e., "12 monthly payments of \$1,000" or "as ordered, with a minimum 20% discount off list").
- Backup documentation (e.g. contract, quote, supplier price list, copies of past invoices).
- If the BPO amount is over \$25,000, a second quote or Competitive Exception Form must be attached.
- The names of the individuals authorized to place orders should be listed.
- All Workday BPOs have "Services" line items allowing for payment based on dollar values.

If you intend to initially encumber only a portion of your annual expenses, provide an estimate of your total annual expenses as part of the description. This is necessary for auditing purposes.

Feel free to contact BCN Purchasing at 784-6552 or your institution's Controller's office regarding these matters.

***Note: All Workday BPO requisitions must be entered on a service line and must have complete back-up information (contract, quote, specifications, etc.) or requisition will be closed by Purchasing and will need to be re-entered by the end user.**

Please post this notice and/or distribute copies to appropriate individuals.

Business Center North - Purchasing Department:

Desert Research Institute • Great Basin College • Truckee Meadows Community College
University of Nevada, Reno • Western Nevada College • System Administration & Computing Services
Bcnpurchasing.nevada.edu