

CENTRAL SERVICES PROCEDURE – PURCHASING

AUTHORIZED PURCHASING METHODS

Purpose: To give direction to staff regarding authorized purchasing methods and procedures.

Definition:

Authorized purchasing methods include regular purchase orders, blanket purchase orders, and cash purchase orders. Purchases occurring outside of these methods are considered “unauthorized purchases” or UAP’s.

Authorized Purchasing Methods:

Regular Purchase Order – are orders that are placed by Purchasing for specific products or services. In order to generate a regular purchase order, Purchasing must receive a completed electronic requisition from the department.

More Questions? Contact Purchasing

Blanket Purchase Orders – are orders that are set up with a particular vendor usually in the beginning of the fiscal year to accommodate a department’s purchasing needs for that fiscal year. **Example:** Office supplies that are not available in our warehouse. When an electronic requisition is prepared to establish the blanket purchase order, the approving department manager can designate any number of staff members to use the blanket purchase order. Staff members using blanket purchase orders must submit their signed receipts/tags to Accounts Payable. Accounts Payable will then generate payment to the vendor. Also, any order that doesn’t require electronic check-in by the Receiving department will be a Blanket Purchase Order.

More Questions? Contact Purchasing

Cash Purchase Orders – are used to reimburse staff members for small supply-type purchases less than or equal to \$100. Submit a completed Cash Purchase Order form with original receipt attached to:

West Campus Buildings and Grounds Office
YCCD Accounts Payable Office for reimbursement.

More Questions? Contact your local Business Office

Other Related Procedures:

- Unauthorized Purchases – Progressive Control Steps
- Cash Purchase Orders
- Non-Employee Honorarium Procedures for Independent Contractors

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