Interdepartmental Blanket Requisitions

OVERVIEW
To promote convenience and minimize paperwork, many University vendor departments encourage the establishment of blanket requisitions. Blanket requisitions provide authorization for specified transactions during the active period of the requisition.

APPROVAL
Requests for blanket requisitions are usually approved by the vendor departments on a fiscal-year basis. One-month blankets may also be established.

At the beginning of the time period (month or year) the requisitioning department requests the establishment of a blanket requisition by issuing an Interdepartmental Requisition and Invoice (IRI). The IRI indicates the time period the requisition is active, the kinds of goods and/or services which may be purchased under the requisition, and includes an authorized signature for the indicated University account(s) (see BPPM 70.02).

See BPPM 70.05 for more information regarding the IRI form.

MONTHLY INVOICING
The vendor department prepares an Interdepartmental Invoice at the end of each month for each requisitioning department. The invoice reflects the month’s activity.

Deadlines
If the vendor uses the Service Center Billing System or the Central Billing System, invoices for all goods and services provided the previous month must be entered into the system by the end of the month.

At fiscal year’s end, invoices must be entered into the University’s accounting system by the date indicated on the year-end processing calendar issued by the Controller's Office.

Numbering
Vendor departments are responsible for ensuring that IRIs used for invoicing are sequentially numbered.

The vendor department may elect to begin a new number sequence at the beginning of each biennium.