Blanket Authorization Purchases

OVERVIEW

A blanket authorization provides a limited direct authority to purchase goods and/or services from one or more vendors. A blanket authorization is established for a specific period of time.

NOTE: When appropriate and allowable, Purchasing Services encourages departments to use departmental purchasing cards, rather than blanket authorizations, to purchase goods and services from external vendors. Purchasing card use increases the efficiency, accountability, and tracking of transactions (BPPM 70.08).

Types of Blanket Authorizations

The following types of blanket authorizations are in use at the University.

All-University Blanket

Any University department may use an all-University blanket authorization to purchase goods and services from a specified vendor.

The University has established a limited number of blanket authorizations with selected vendors for specific goods and services. University departments may make direct purchases from these vendors. Departments may place orders by telephone, mail, fax, or in person.

Sundry Blanket

In unusual circumstances, Purchasing Services may establish a sundry blanket authorization for a single department to use to purchase goods and services from various vendors.

Department Blanket

Purchasing Services may establish a department blanket for a single department to use to purchase goods and services from a specific vendor. Most often, competitive bidding is required to establish such a blanket.

Internal Blanket

A department may establish an internal blanket authorization with a University service center to purchase goods and/or services. The requesting department submits a completed Interdepartmental Requisition and Invoice (IRI) to the vendor department to establish the blanket authorization. See BPPM 70.05 and 70.06.
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Restrictions

The following restrictions apply to blanket authorization purchases:

- Purchases may be made from only those vendors and for only those commodities listed in the blanket authorization. To view the commodities that may be purchased under the all-University blanket authorizations, see the Purchasing Services Blanket Orders website at:

  purchasing.wsu.edu/blanket-orders/

- Dollar value per purchase transaction may not exceed order limits specified in the blanket authorization.

- All purchases must be in conformance with guidelines for allowable purchases in BPPM 70.03. If a purchase is supported by an account in program 17A, also refer to BPPM 70.33.

VIEWING BLANKET INFORMATION

All-University Blankets

To view information regarding blanket authorizations which may be used by any University department to purchase goods and services from specific vendors, see the Purchasing Services Blanket Orders website at:

  purchasing.wsu.edu/blanket-orders/

Department Blankets

Personnel use the online Administrative Information Systems (AIS) application called Purchasing, Accounts Payable, Receiving (PAPR) to view information regarding department blanket authorizations. In PAPR, select SRCBAORD and enter the department's organization number to view blanket end dates and spending limits.

PLACING ORDERS

To order goods and services under a blanket authorization from a non-University vendor, provide the following information to the vendor:

- Blanket authorization number
- Department name and organization number for delivery
- Contact name and telephone number
- Budget and project of the supporting account
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Delivery Address

WSU Pullman  
If the order is for a WSU Pullman unit, indicate that the order be sent to:

Washington State University  
[campus delivery location]  
Pullman, WA 99164- [mail code of delivery location]

NOTE: If Central Receiving and Delivery is to deliver the order, the vendor's address label should show Central Receiving and Delivery as the delivery address; mail code 1120.

Other WSU Campuses  
Indicate the appropriate delivery address.

Invoice Address  
Indicate that the invoice be sent to:

Washington State University  
Controller's Office  
Pullman, WA 99164-1025

DEPARTMENT PICKUP  
If the department picks up the order directly from the vendor, departmental personnel are to obtain an invoice from the vendor (if possible). The department indicates the following on the face of the invoice and routes it to the Accounts Payable Section of the Controller's Office:

- Blanket authorization number
- Budget and project numbers of the supporting University account
- Object and subobject
- An approval signature of a departmental staff member with expenditure authority for the supporting account. (Refer to BPPM 70.02 for an explanation of expenditure authority.)

NOTE: Some vendors route invoices directly to the Controller's Office.