



Previous PO# \_\_\_\_\_

Will the total estimated amount exceed \$100,000?    Yes    No

Will any single invoice exceed \$25,000?    Yes    No

If the answer to either is yes, additional documentation may be required at the discretion of the buyer, based on the nature and competitiveness of the commodity.

**In Accordance with Policy 4.4, the following questions must be answered in the Notes and Attachments, or on a separate attached document with the requisition:**

- 1) What item(s) or category(ies) will be included in your purchases on the Blanket Order?
  
- 2) Provide a brief explanation of the use of the item(s) or category(ies) listed above.
  
- 3) What is the estimated annual dollar amount of this Blanket Order?
  
- 4) How long will the Blanket Order be open? (Example: 7/1/20 – 6/30/21)
  
- 5) State the reason this vendor was selected.
  
- 6) If a big business was chosen, why? Can a small business provide the same service or product?
  
- 7) Please list authorized users allowed to order against this purchase order. (Individual names only, not units/departments.)

**\*\*Please note: Capital items may not be purchased on a blanket\*\***