Blanket Purchase Order Payments

To process a payment on an existing blanket Purchase Order (also known as Annual Purchase Orders):

- Submit the invoice to be paid to Procurement & Payment Services to be scanned into the electronic payment process (Perceptive Content). The blanket Purchase Order number must be referenced on the invoice.

- Review the invoice once it is received in your AP – Department Approval queue.
  
  o Verify that you have received the goods/services and the details of the invoice match the PO.
  
  o Document the business purpose of the purchase in the description area of the eForm or on a sticky note.
  
  o Complete the distribution lines of the Payment Request eForm (the distribution funding sources entered here must match distribution on the purchase order – if additional funding sources need to be added, contact Procurement & Payment Services).
  
  o Approve the invoice using the AP-Dept approval stamp
  
  o Route it forward to AP – Audit Approval Route.

To create a new blanket purchase order, contact Procurement & Payment Services.