

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.01
		ADMIN. CODE:	3362-4-02
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	1/19/91
SUBJECT:	BLANKET ORDER RELEASE AUTHORIZATION	RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

- 1.0 Departments may, when necessary and with proper authorization, prepare a three (3) part Blanket Order Release Authorization for supply items totaling \$50.00 or less to be picked up at a local vendor holding a Shawnee State University Purchase Order.
 - 1.1 Any purchase which exceeds the above amount (\$50.00) must be processed through the Business Office for a requisition/purchase order.
 - 1.2 The authority to approve a Blanket Order Release Authorization shall be with the Treasurer/Controller, except for maintenance items for which the Director of Physical Facilities may approve.
 - 1.3 After approval has been received, the last copy (pink) of the Blanket Order Release Authorization will be retained by the Business Office. The order may then be taken to any vendor holding a Blanket Purchase Order.
- 2.0 The local vendor shall fill the order and price all copies of the Blanket Order Release Authorization. (See Vendor Instruction, below.) The vendor should include the yellow copy with the supplies picked up and that copy (yellow) should be returned to the Business Office to act as a receiving copy.
 - 2.1 The vendor will retain the original (white) for his files. The original must be forwarded with the vendor's invoice to the Business Office.
 - 2.2 The vendor shall, at least once a month, submit an itemized invoice with the attached white copies to the Shawnee State University Business Office.
- 3.0 The Business Office will check the vendor's invoice and white copies with their receiving copy (yellow) for accuracy and, if satisfied that all is correct, will arrange to pay the vendor for goods or services received. The Business Office will arrange to make charges against the appropriate accounts as specified on the order.
- 4.0 Vendor Instructions (Shawnee State University Blanket Order Release Authorization)
 - 4.1 Fill the order and price each item. When filling the order, be sure that proper authorization has been obtained by the purchaser.
 - 4.2 Return the following copy with description of material purchased.
 - 4.3 Retain the original copy of your invoice file.

- 4.4 At least once each month, submit an itemization of all purchases accumulated during the billing period with originals attached, and submit to:

Shawnee State University
Business Office
940 Second Street
Portsmouth, OH 45662