TO: TECHBUY USERS
FROM: SPONSORED PROGRAMS AND REPORTING/PROCUREMENT SERVICES
SUBJECT: BLANKET ORDER POLICY

1. There must be a complete description of the goods and services that will be purchased. Orders with generic descriptions will be returned for revisions.
2. Blanket orders will be set up on a fiscal year basis. The orders will automatically expire on August 31st. A new blanket order will need to be created for the next fiscal year.
3. Each FOAP that will be used must be listed on the blanket or will not be allowed. Payment Services will verify the FOAP listed on the invoice with those listed on the blanket order.
4. Blankets must be submitted for the full amount (ex. $10,000). As a reminder, blanket orders do not encumber funds so the budgets will not be tied up.
5. The following purchase types are not allowed on blanket orders:
   a. Travel
   b. Federal equipment purchases
   c. Purchases on punch-out vendor items
   d. Texas SmartBuy contract items
   e. Construction
   f. Chemicals and gases
   g. Memberships/registrations
   h. Purchases of animals
   i. Reimbursements
   j. Vehicles
   k. Gifts/prizes
   l. After the fact purchases
   m. Capital equipment
   n. Fabrication of equipment
   o. Controlled substances
   p. Purchases using any state funds
   q. Printing orders with TTU art work
   r. Food and Entertainment (requirements are in place to comply with BOR rules TTU policies and IRS regulations.)
6. For any sponsored projects, the additional requirements apply:
   There must be a line item breakdown of each account code pool
   For example:
   Line one–7A0080 – other professional services
   Line two–7C0916 – lab computer equipment
   controlled Line three–7D0030 – telecommunication services
   Line four–7G0010 – rental of furnishings
   If multiple projects are being included on one standing order, each FOP should be included on each applicable line level.

For assistance, please email techbuy.purchasing@ttu.edu