

# State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-E-9
		Effective 10-14-14
Section CONTRACTING, ORDERING, RECEIVING AND PAYMENT	Agencies Affected ALL	Replaces 5-1-00
Title NONCONTRACT BLANKET ORDERS		Page 1 of 2

AUTHORITY: [Wis. Stats.](#) 16.71(1)

SCOPE: - to define "noncontract blanket order" and a noncontract blanket order  
"transaction"  
- to establish the limited circumstances for using a noncontract blanket order

DEFINITIONS: I. A "noncontract blanket order" is used to establish an account with a vendor and simplify the filling of anticipated recurring needs for materials and services.

> II. A "transaction" under a noncontract blanket order is the total invoice that results from the purchase of one or multiple items from the same vendor at one time.

CONTENT: I. A noncontract blanket order may be established for amounts within the guidelines of Content II. Any purchase outside these guidelines will be based on documented competition or the authority provided by waiver of bid, as required under state purchasing policies and procedures.

II. A noncontract blanket order may be used to establish accounts for:

A. Best judgment purchases \$5,000 or less,

B. Sole source procurements through \$25,000, and

C. The acquisition of items exempt from state purchasing procedures as identified in [PRO-E-4](#), Direct Charges, Invoices and Vouchers.

III. A noncontract blanket order may be written for a maximum period of 12 months.

IV. A noncontract blanket order is not a means to circumvent the appropriate procurement processes.

V. At least annually, each agency with a central purchasing office will review the agency's purchasing trends to identify serial contracting patterns (see [PRO-C-27](#), Serial Contracting) and to seek cost-saving measures associated with consolidating similar procurements under relevant contracts.

> VI. The State of Wisconsin Purchase Order, form DOA-3272, is used for noncontract blanket orders. Wording on the purchase order will specify the:

- noncontract blanket order period;
- delivery terms;

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- release order procedure;
- notice that purchase transactions will not exceed a specific dollar amount in total within the guidelines of Content II.; and
- applicable invoicing terms.

The following is an example of possible wording for a best judgment procurement:

"Noncontract blanket order for (type of material or service) as required during the period \_\_\_\_\_ to \_\_\_\_\_. Do not ship at this time. A release order for shipment will follow. Purchase transactions will not exceed \$5,000 in total. Please invoice monthly (or time period determined by agency)."

Include an NIGP commodity code for line items with an estimated net price for each commodity code. In the case of general items use a comprehensive commodity code; e.g., window installation, maintenance and repair (metal)—commodity code 910-79. Include a net grand total on the purchase order. Additional instructions or restrictions may be added by the agency.

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- VII. All purchases will be invoiced periodically as indicated on the orders. Statements alone are not acceptable.
- VIII. Reference material:
- A. [PRO-C-8, Simplified Bidding](#)
  - B. [PRO-C-27, Serial Contracting](#)
  - C. [PRO-E-16, Contract Blanket Orders](#)
  - D. [PRO-E-20, Release Orders](#)

Authorized:



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