

State Procurement Manual

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

		Number PRO-E-9
		Effective 5-1-00
Section CONTRACTING, ORDERING, RECEIVING AND PAYMENT	Agencies Affected ALL	Replaces 12-1-96
Title NONCONTRACT BLANKET ORDERS		Page 1 of 2

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

SCOPE: - to define "noncontract blanket order" and "transaction"
- to establish policy and procedure on the use of noncontract blanket orders for miscellaneous materials and services

DEFINITIONS: I. A "noncontract blanket order" is used to establish an account with a vendor and encumber funds that will be used to purchase miscellaneous materials and services.

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

CONTENT: I. A noncontract blanket order may be established for any amount. An individual purchase transaction made against a noncontract blanket order may not exceed \$1,500 (\$5,000 for an agency that has implemented the purchasing card). Any purchase over \$1,500 (\$5,000 for an agency that has implemented the purchasing card) 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 written for a maximum period of 12 months.

III. A noncontract blanket order may be used to establish accounts for the acquisition of items exempt from state purchasing procedures as identified in [PRO-E-4](#), Direct Charges, Invoices and Vouchers.

IV. If the agency anticipates the noncontract blanket order(s) to any single vendor will exceed \$25,000 per year, a Request for Purchasing Approval/Authority is forwarded to the State Bureau of Procurement to obtain authority to establish the noncontract blanket order(s).

V. At fiscal year end, each agency will audit its noncontract blanket order transactions to determine if similar purchases can be combined for competitive purchase during the next fiscal year.

Authorized:



Director
State Bureau of Procurement

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VI. The State of Wisconsin Purchase Order, form DOA-3272 (WiSMART), is used for noncontract blanket orders. Wording on the purchase order will be specific and will include the noncontract blanket order period; delivery terms; release order procedure; notice that individual transactions will not exceed \$1,500 (\$5,000 for an agency that has implemented the purchasing card); and invoicing terms. The following is an example of possible wording:

"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. Individual transactions will not exceed \$1,500 (or \$5,000). Please invoice monthly (or time period determined by agency)."

Include a commodity code for line items with an estimated net price for each commodity code. In the case of general items use the group commodity code; e.g., miscellaneous electrical maintenance supplies=commodity code 63300. Include a net grand total on the purchase order. Additional instructions or restrictions may be added by the agency.

A. Materials or services covered by a noncontract blanket order are described in general terms, such as "office supplies", "electrical maintenance supplies", etc.

VII. All purchases will be invoiced periodically as indicated on the orders. Statements alone are not acceptable.

VIII. See [PRO-C-27](#), Serial Contracting and [PRO-E-20](#), Release Orders.

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