



THE UNIVERSITY
OF ARIZONA

**Procurement & Contracting Services
Blanket Order Requirements**

Blanket Purchase Orders where an annual expenditure is estimated between \$10,000 (\$3,000 Federal money) and \$100,000 may require informal competitive solicitation. Such bidding decisions will be at the discretion of the buyer, based on the nature and competitiveness of the commodity.

In Accordance with Policy 4.5, the following questions must be answered in the Notes and Attachments, or on a separate attached document with the requisition:

- 1) What item(s) or category(ies) will be included in your purchases on the Blanket Order?

- 2) Provide a brief explanation of the use of the item(s) or category(ies) listed above.

- 3) What is the estimated annual dollar amount of this Blanket Order?

- 4) How long will the Blanket Order be open?

- 5) State the reason this vendor was selected.

- 6) Why is this NOT being processed on a PCARD?

- 7) If a BIG BUSINESS was chosen, why? Can a small business provide the same service or product?

- 8) Please list authorized users allowed to order against this purchase order.

****Please note: Capital items may not be purchased on a blanket****