

Alterations To Blanket Purchase Orders

To better facilitate year-end processes, specific criteria related to “Blanket” purchase orders (POs) have been implemented. First, all “Alteration” to “Blanket” POs must be processed to Procurement by May 15th. Second, if an “Alteration” is necessary for a “Blanket” PO, please include sufficient funds on the “Alteration” to take the PO through June 30th so additional alterations will not have to be processed.

If I can provide additional information or if you have any questions, please let me know.

Dutch Green
Director