PURCHASE ORDER TYPES

• Regular Order (RO-O): Encumbers funds. This PO Type is mainly used to purchase supplies and equipment and is the most commonly used PO Type.

• Regular Order-Received (SO-R): Encumbers funds. This PO Type is to pay for items that do not require receiving to be posted. Mainly used for supplies and equipment purchased and received before a purchase order has been generated.

• Check with Order (SO-W): Per Washington State Statute this PO Type will allow for the prepayment of books, memberships, dues and subscriptions. Also, this PO Type is used for reimbursements and to pay for miscellaneous state fees. Departments are required to submit the correct payment documents that back up all charges before a check can be issued.

• Quoted Bid Order (RO-Q): Encumbers funds. This PO Type means that the price(s), description, delivery, and all terms and conditions have been established via one of the competitive bid processes. Orders for supplies and equipment over $3,500 need to go through the competitive solicitation process.

• Blanket Order (BO-V): Blanket Orders are issued for the purchase of supplies from one vendor for a fiscal year and renewed annually if the department requests the renewal. The total estimated dollar amount cannot exceed $3,500 unless a contract vendor is used, competitive competition, or a sole source justification is attached. The Blanket Orders are set up to allow a department to use multiple Indexes or Funds and do not encumber funds. If the order is placed against a Blanket Order, the department personnel must provide the vendor with their appropriate Index or Fund, the appropriate purchase order number, EWU contact name, and phone number. The merchandise is typically shipped directly to the department or picked up by department personnel. When picking the order up, department personnel may have to provide identification and sign the vendor’s invoice. No equipment, small appliances, or personal items may be purchased on any of the Blanket Orders. Control of the purchase order number and budget number(s) belongs within the department.

If the department receives an invoice, they must route it to Accounts Payable Office, 319 SHW immediately. On the face of the invoice, include the purchase order number, account code, and approval signature of a departmental staff member with budget
University Blanket Orders: This is a select list of vendors that is maintained and renewed by the Purchasing Department and is available to all University departments. The list of vendors and current purchase order numbers will be routed to departments via Purchasing. Enterprise Rent-A-Car and Artistic Travel are the only two vendors that require a department requisition including the name of the traveler, dates, to and from locations, amount, and reason for the travel. If the travel is for a consultant, speaker, or non-employee other than a EWU student or candidate, a contract or Memorandum of Agreement (MOA) is required authorizing the charge. Before an airline ticket or car reservation can be issued, Purchasing must authorize the travel against the University Blanket Order with the vendor.

• Standing Order (SO-F): Standing Orders are issued for the purchase of supplies from one vendor for a fiscal year and renewed annually if the department requests the renewal. The total estimated dollar amount cannot exceed $3,500 unless a contract vendor is used, competitive competition, or a sole source justification is attached. The Standing Order is tied to one account code and encumbers funds. If the order is placed against a Standing Order, only the purchase order number, EWU contact name, and phone number is needed. The department personnel must provide the vendor with the appropriate purchase order number, EWU contact name, and phone number. The merchandise is shipped directly to the department or picked up by department personnel. When picking the order up, department personnel may have to provide identification and sign the vendor’s invoice. No equipment, small appliances, or personal items may be purchased on any Standing Orders. If the department receives an invoice, they must route it to Accounts Payable Office, 319 SHW immediately. On the face of the invoice, include the purchase order number, account code, and approval signature of a departmental staff member with budget authority.

Standing Orders can also be issued for the purchase of services from one vendor for a fiscal year and renewed annually, if the department requests the renewal. Standing Orders are when the monthly rate will remain the same over the length of the contract, but the total amount cannot exceed $3,500. Standing Orders can be utilized for a copy machine rental as the purchase order usually contains a line for extra copies at an estimated amount. The orders have several line items with charges and description based on a state contract or other agreement.
• CD (Contract Document) and CO (Contract Open) (SO-D): One time CD is a contract that has a one time payment attached to one Index or Fund code.

CO (Contract Open) is a contract that has multiple payments charged to one Index or Fund code.

• CB (Contract Blanket) (SO-M): Non-encumbering, multiple payments, using multiple Index or Fund codes