

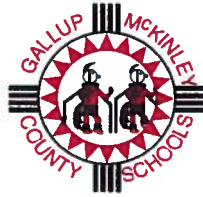
GALLUP-McKINLEY COUNTY PUBLIC SCHOOLS  
GALLUP, NEW MEXICO

**FRANK CHIAPETTI**  
Superintendent

**MIKE HYATT**  
Associate Superintendent Business/Human Resources

**JVANNA HANKS II**  
Chief Financial Officer

**KAREN JAMES**  
Director of Fiscal Services



**MARCO A. ABEITA, C.P.P.B.**  
Procurement and  
Business Services Director

**BART STANLEY**  
Director of Student Information  
Systems & E-Rate

**CENIN GABAY**  
Controller

July 15, 2016

**PROCUREMENT POLICY MEMORANDUM NO. FY17-001**

**BLANKET PURCHASE ORDERS**

Over the past several years, the District has experienced issues with Blanket Purchase Orders (BPO's), whereby the purchases have exceeded the amount(s) authorized on the Purchase Order. Also, purchases have been made utilizing the BPO's, which do not correspond to the proper account coding. For example, tools or equipment that should be coded to Supply Assets Less than \$5,000 (57332) are purchased while the BPO is coded to General Supplies & Materials (56118).

In order to avoid the problems encountered with the Blanket Purchase Orders, the following process shall be adhered to:

1. The requesting department SHALL keep track of purchases to ensure the balances of the BPO's are not exceeded.
2. The department SHALL ensure that all purchases are for the proper item(s) or service(s) as the BPO's written description and account coding.
3. A new requisition SHALL be processed when a BPO has reached its limit. A new BPO will be processed as requested.
4. Do NOT request to increase a BPO as this is no longer allowed.

Failure to abide by this prescribed process will result in no further Blanket Purchase Orders being issued to your department. Further, the District shall not be liable for purchases made which exceed the BPO balance, and will be the financial responsibility of the individual(s) that made the purchase.

Your immediate attention to this matter is greatly appreciated. Please contact Procurement should you have further questions or require clarification.

A handwritten signature in blue ink, appearing to read "Marco A. Abeita", is written over a horizontal line.

Marco A. Abeita, CPPB  
Procurement and Business Services Director