Re-Creation of Recurring Annual Purchase Orders

I. Definitions and Purpose:
   A. Recurring Annual Purchase Orders are those purchase orders for products or services which are expected to continue to be reissued on an annual basis. Typical examples are Contract Blanket Orders, Non-Contract Blanket Orders, and orders for maintenance contracts and software license agreement renewals (Memberships and Subscriptions involving single annual payments are currently not included in the re-creation process).
   B. The re-creation process anticipates the need to reissue orders by creating copies of current year orders for department, Accounting and Purchasing approval. This eliminates the need for the department to type a new requisition.

II. Process:
   A. Purchasing Agents identify those orders that are likely to be renewed on an annual basis and direct the addition of those orders to the database of order re-creations. Ordering departments may aid in that process by indicating on the original requisition that the order will recur.
   B. On or about the middle of March, Purchasing sends the copies of the next fiscal year’s order re-creations to the originating departments for review, edit and approval.
   C. Departments should consider, at the time of the blanket order review, whether the blanket order is the most efficient means of ordering, and whether alternative means, such as a procurement card, should be used.
   D. Departmental approved order re-creations should be returned to Accounting Services for completion of the Pre Audit function.
   E. On receipt of the purchase order re-creations from Accounting Services, Purchasing completes any necessary procurement process and issues purchase orders to vendors.
      1. Entry on the Shared Financial System begins in May when the files are opened for the next fiscal year.
      2. For those orders for which the current year purchase order number begins with fiscal year number, the first two digits of the purchase order changes to the next fiscal year number (as in 12 for fiscal year 12) and the last character is R (for re-create).
      3. The initials of the Purchasing Agent responsible for the order are entered in the Purchase Order in the Shared Financial System and appear in WISDM in accordance with Procedure 3.1.2 – Purchase Order Status.
   F. The responsible Agent will notify you of department approved order re-creations that will not be issued as orders prior to the requested start date.
   G. All invoices for order re-creations, including maintenance contracts, should be sent to Accounts Payable, indicating the re-created purchase order number. Purchasing and Accounts Payable will coordinate the discussions with the vendor and payment of the invoices. Purchasing pays prompt pay penalties on invoices for order re-creations which were delayed without notification of the ordering department.

Contact Purchasing with questions regarding Recurring Annual Purchase Orders.