

# Central Unified School District “BLANKET” Purchase Order Worksheet

The “Blanket” Purchase Order (Blanket PO) is a great purchasing tool for you to use. It allows you to buy the items you need fairly fast throughout the fiscal year (ends June 30<sup>th</sup>) using the same PO Number. However, there are some responsibilities placed on you to allow you to continue using them.

When you purchase items with your Blanket PO, you should receive some kind of receipt. You must deduct the amount of the receipt from your Not-to-Exceed amount using the worksheet below (or a similar worksheet of your own). Do not go over your limit as you will be barred from any further “Blanket” PO’s.

Blanket PO No: \_\_\_\_\_ Vendor: \_\_\_\_\_

Not-to-Exceed: \$ \_\_\_\_\_

	Date	Payment	Balance
1			
2			
3			
4			
5			
6			
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	Date	Payment	Balance
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