Blanket Purchase Orders

Blanket orders are issued for miscellaneous supplies costing under $5000 per transaction. Blanket orders are not intended for the purchase of commodities or services that should be secured through the bidding process.

Each department is responsible for monitoring the dollar amount left open on a blanket order. A blanket order is an encumbrance against your budget. All blanket orders are canceled June 30th of each year. You must submit requests for new blanket orders every July 1st.

Local Purchase Orders (LPO’s)

The Local Purchase Order (LPO) is intended to provide departments a simple, cost-effective, and convenient way to make low dollar purchases. It is NOT intended to avoid or bypass appropriate procurement or payment procedures, but to be a complement to existing procedures.

The LPO may be used at any merchant that agrees to accept it, within the city of Platteville. The LPO is to be used only for in-store purchases. It is not valid if mailed, faxed, or delivered to the vendor other than in person by purchaser. The form is available from the Purchasing Office, 2201 Ullsvik Hall.

Do NOT Send/Fax Requisitions off Campus

Please be aware that Purchase Requisitions are an internal form only. They may NOT be faxed, mailed, or in any way delivered to a vendor. Such a transaction would be an unauthorized purchase and you may be held personally responsible for any resulting bill.

The Purchasing Department is here to help you, please contact us with questions anytime. And, always include us in the initial stages of any large purchasing decision.

For more information, please contact the Purchasing Office:

2201 Ullsvik Hall
Telephone: 342-1221
Fax: 342-1169
Email: purchasing@uwplatt.edu

Staff
Lew Bettinger, Purchasing Director
May Xiong, Purchasing Associate
General Purchasing Information

All monies, whether from student activity fees, lab fees, private gifts or grants, federal and state grants, workshops, clinics, etc., are considered state funds and all purchasing regulations apply.

Orders Under $5000

*Best judgment purchases are allowed.* All purchases should be made in the best interest of the state and university. The Purchasing Card is the most efficient and preferred method of obtaining goods and services up to $5,000.00.

Orders $5000 - $50,000

*Require at least three competitive price quotes.* Obtain quotes from catalogs, price lists, the internet, or the phone. The low bid must be obtained in written from the vendor. A Simplified Bid Form is available from Purchasing.

Orders $50,000 +

*Require an official sealed bid.* You must provide generic specifications in Microsoft Word format. Contact the Purchasing Office for more information.

Items on Contract

Any purchase made to Badger State Industries, or against a State, System, or UW-Madison contract, does not require multiple price quotes/bids, regardless of the dollar amount. Contact the purchasing office for contract information.

Contracts

The State of Wisconsin has numerous contracts available for use by UW-Platteville. Some of the contracts are mandatory, such as the one for office supplies.

Other mandatory contracts include (but are not limited to) copy machines, computers/printers, and furniture from Badger State Industries (the State’s prison industry program).

UW-System and UW-Madison have contracts posted on the Internet. There is a link on the UW-Platteville Purchasing Website: [http://www.uwplatt.edu/business/purchasing/index.html](http://www.uwplatt.edu/business/purchasing/index.html)

Official State Purchase Orders

An official purchase order will be issued when a purchase requisition is submitted to the Purchasing Office. The guidelines apply to the total amount of the order, not individual line item amounts.

Purchasing Card

The Purchasing Card is a credit card program intended for UW-Platteville employees to make purchases under $5,000 for official campus business use. A card will be issued in the employee’s name. Employees will be required to attend a training session. The application can be found on the Purchasing Home Page.

Office Supplies

The State of Wisconsin has issued a mandatory contract for office supplies. All campus departments have a copy of the current catalog. The orders are placed through our campus Central Stores department and delivery is made to campus within 48 hours. No office supplies may be purchased from other vendors.

Printing

State of Wisconsin Statutes, Chapter 35, establishes competitive bidding as the required method of purchasing printing. All printing done off-campus must be processed through the UW-Platteville Publications Office. Contact the Publications Office at 342-1197 if you have any questions.