NOTICE TO ALL DEPARTMENTS
REGARDING FY2015-16 BLANKET ORDERS

Beginning on June 1, 2015, Financial Services no longer will be able to process blanket purchase requisitions for items that could be purchased with your purchasing card or through the Shop@UW ecommerce website.

From June 1 on, all blanket purchase requisitions will be reviewed for purchasing card eligibility. The following guidelines will be applied:

- Vendor accepts credit card purchases.
- Purchase is for a commodity that is available on a state mandatory contract that allows use of the purchasing card or is available on the Shop@UW ecommerce website.

Purchasing items with your purchasing card or through the Shop@UW website will:

- Give you more control of the spending of your budget dollars.
- Streamline the accounts payable process.
- Provide the university with a rebate that lowers the Department of Administration bill.
- Benefit program revenue areas, as both the DOA charge and rebate are distributed to the department account.

The June 1 change was made because:

- Most of the state mandatory contracts we purchase from now allow the use of the purchasing card.
- Services can now be purchased with restrictions; a certificate of insurance is required for any service performed on campus.
- There was a high volume of internet orders being placed and there was difficulty in getting purchase orders to an internet-based vendor.

If you send Financial Services a purchase requisition that appears to be purchasing credit card eligible, please include a written justification, such as “the vendor does not accept credit cards,” or “the commodity is not on a mandatory contract that allows the use of the purchasing card,” so we do not inadvertently return the requisition.

In addition, if you have a choice between two vendors for the same commodity and one vendor does not accept credit cards, we strongly urge you to use the vendor that accepts credit cards.
Information to set up a Shop@UW account can be found at:
http://www.bussvc.wisc.edu/shopuw/account.html

Additional notes:
- PRINTING is still restricted from the purchasing card.
- The documentation of your purchase log and record keeping of your purchases has not changed.
- Supervisors will receive a monthly listing of all departmental purchases from the Shop@UW Website for audit purposes.