

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-46

Effective Date: 10/01/2005

Revision Date: 08/15/2006

C. D. Delaney

County Administrator

SUBJECT: **BLANKET CONTRACT ACCESS**

DEPARTMENT RESPONSIBLE: **ALL COUNTY DEPARTMENTS**

I. STATEMENT

To control the use of each blanket contract, a User Access list is created so that certain employees may order from the blanket contract. The Departmental employees that should have access to the blanket purchase order must be so designated by a Departmental Authorized Signer. Departments are required to create procedures for maintaining the signed designated employee list. Upon an employee changing job duties, transferring between Departments, or terminating employment, the User Limit is to be changed to \$0.00 and after 3 months, the employee will automatically be removed from the Access List.

II. PROCEDURE

- A. Blanket Contract access is processed through the Blanket Contracts module.
- B. After the Blanket Contract has been chosen, the Access List must be created.
- C. The User Name, the User Limit amount, and the accessible Storeroom are added to the Access List. Thus, the User will be able to create a purchase order release from the Blanket Contract up to the limit established by the list.

III. OFFICE OF PRIMARY RESPONSIBILITY

Each Operational Department is responsible for the addition and removal of employees to the Blanket Contract Access List.

IV. REFERRAL PROCEDURE

For detailed instructions, please refer to FINANCE PROCEDURES FOR SPL/SYNERGEN FN-46, BLANKET PURCHASE ORDER ACCESS.