



## Multivendor Purchase Order Process

The Multivendor blanket purchase order is like a blanket purchase order except that no specific vendor is identified. In this way, the purchase order can be used for products or services from multiple vendors for a specific purpose. Like a blanket purchase order, **it is critical** that the person responsible for the PO pays careful attention to the use of funds so that the purchase order is not overspent.

1. **Originator:** You are the Originator. Please fill in that block and include the date. Start the PO as you would any other PO.
2. **Vendor:** Use the Multivendor number 50000 to populate the field.
3. **Code:** Fill out the code (fund, function, object and so forth). Multivendor blanket PO's can have several lines of code.
4. **Description: VERY IMPORTANT** -- Be descriptive regarding the services requested. Answer "who," "what," "where," "when" questions in the DESCRIPTION section. Items are typically easy to list with associated costs. For example:
  - Multivendor blanket PO for professional development registrations, mileage, travel expense and materials for \_\_\_\_\_ School for the 2018-19 school year.
  - The lines of code can include 410 (registrations), 430 (travel expense) and 510 (PD materials).
5. **Tax Exempt Forms:** CH-UH may not pay sales tax in Ohio. Contact the Treasurer's office for tax exempt forms for any purchase that may include sales tax.
6. **Totals:** Total the costs in three locations: under "AMOUNT" where the fund codes are located, under "TOTAL COST" in the right hand column as you add and describe each item or service, and at the bottom of the page, for the grand "TOTAL."

**Please call the CH-UH Finance Department with any questions: 216-320-2013.**