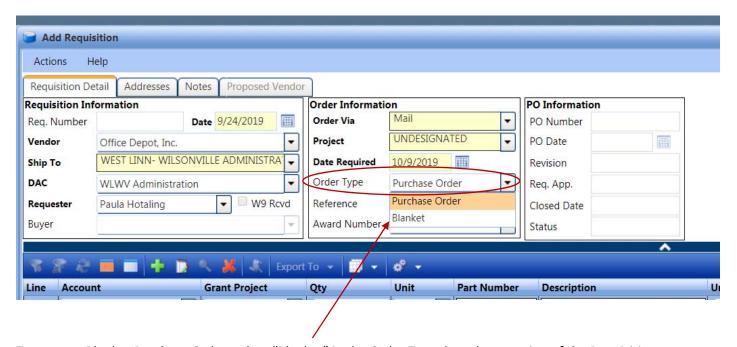# BLANKET (OPEN) PURCHASE ORDER

A Blanket Purchase Order has two purposes.

- While in the Invoice Processing an additional account codes can be added. It doesn't add to the total encumbered amount of the purchase order. It just moves the funds from one account to another.
- A blanket PO can be added to a spreadsheet and imported into Visions for Invoice Processing. This is most common when we pay Office Depot, or any other District-Wide invoice. It will pay a portion of the invoice with each PO.

To create a Blanket Purchase Order, select "Blanket" in the Order Type drop down option of the Requisition.