

| FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE | | |
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1.0 PURPOSE

To define the Facilities Maintenance and Engineering (FME) responsibilities associated with the preparation, review, approval and control of a Blanket Order Release Form.

2.0 GENERAL

2.1 Activities

This procedure covers the FME activities related to a Blanket Order Agreement.

This procedure should provide sufficient descriptive information to obtain the desired goods and /or services; the inclusion of unnecessary details should be avoided.

2.2 Definitions

Blanket Order Agreement -a formal contract with a vendor that sets terms and conditions for procuring goods and services.

Blanket Order Release Form (Exhibit A) – a generalized term for the document, which identifies a delivery order placed against a Blanket Order Agreement.

User/Requester- the individual authorized to place orders and request services.

Note: Authorization is by completion and approval of the individual that is identified on the Request for Blanket Order Set-Up form.

User/Buyer- the individual authorized to place orders, request services, AND enter purchase order/release into the SmartStream computer system.

Note: Authorization is by completion and approval of the individual that is identified on the Request for Blanket Order Set-Up form.

3.0 PROCEDURE

3.1 Responsibilities

When it is determined that goods and/or services are required by FME, the below listed activities are to take place.

3.1.1 User/Requester

The User/Requester is to perform the functions listed below.

- (a) Verify that the goods and/or services required are identified on the blanket order listing printout.

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(b) Access the SmartStream software program related to Blanket Orders to determine if there are any restrictions or limitations associated with the potential vendor.

(c) Review the Instruction Manual associated with the Blanket Order Agreement system for UNALLOWABLE PURCHASES.

(d) Place the below listed information on the Blanket Order Release Form.

1. Purchase order /release number which consists of a user ID, contract year, date placed, and a sequential number.
2. Blanket Order Number found on the blanket order listing printout.
3. Work Order Number.
4. Vendor Name.
5. Requester ID.
6. Center Number
7. Delivery information
8. Manufacturer item/vendor catalog number, item description, quantity, unit price, required date, and the S&H Charge, if applicable.

Notes: (a) Call the vendor to obtain the unit price and the S&H charge, if applicable, prior to actually placing the order for the requested item.

(b) If the item is listed as an UNALLOWABLE PURCHASES in the Instruction Manual associated with the Blanket Order Agreement system, the blanket order release form cannot be used to obtain the requested item. Other means, such as the Purchase Request, see FMEP-G-0055, will have to be considered to obtain the requested item.

(c) After completion of the above information on the Blanket Order Release Form, the Blanket Order Release Form is to be forwarded to the Manager of Engineering.

3.1.2 Manager of Engineering

The Manager of Engineering will:

- (a) Sign and date the Blanket Order Release Form below the Reference # on the bottom of the Blanket Order Release Form.
- (b) Forward the Blanket Order Release Form back to the User/Requester.

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3.1.3 User/ Requester

The User/Requester is to perform the functions listed below:

- (a) Call the Supplier and place an official order for the requested item.
- (b) Place the supplier Reference Number, if applicable, on the Blanket Order Release Form
- (c) Place the Order placed by-----with-----on information on the Blanket Order Release Form

After completion of the additional information on the Blanket Order Release Form, the Blanket Order Release Form is to be forwarded to the User/Buyer.

3.1.4 User/Buyer

The User/Buyer is to perform the functions identified below:

- (a) Place the User/Buyer ID information on the Blanket Order Release Form.
- (b) Transfer the information from the Blanket Order Release Form into the SmartStream software program.

3.2 Changes

Coordinate all changes with the User/Buyer.

3.3 Records

The Blanket Order Release Form is to be placed into the files when the SmartStream input has been completed.

FMEP-G-0055A Exhibits

Exhibit A – Blanket Order Release Form (1 page)