

TITLE: Food Purchases – Blanket P.O.’s		Approved by County Auditor – Mark Yates
		Signature:
		Date Approved - M.Y:
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I. PURPOSE

To ensure that all Food is being purchased with a Blanket Purchase Order (one P.O. for the month) and the P.O. number is given to all Food Vendors prior to placing food orders.

II. SCOPE

this procedure applies to all Departments ordering Food items.

III. RESPONSIBILITY

all Department staff responsible for placing Food orders.

IV. GENERAL

A Blanket Purchase Order for the month (once a month) must be requested from the Purchasing Dept. and given to the Food Vendor. This must be done before food deliveries can be requested.