

# PMM/P2P Blanket Purchase Order Guidelines



| Purchase order Status  | Department Action Required  |
|--|---|
| Expired Blanket Purchase Order – No outstanding Invoices                                   | <ul style="list-style-type: none"><li>(1) No action required for PMM Blanket PO</li><li>(2) If you want to renew the PO, submit a requisition in P2P</li></ul>  |
| Expired Blanket Purchase order - Outstanding invoices                                      | <ul style="list-style-type: none"><li>(1) <b>Required:</b> Submit a 312 requisition to Procurement_Service_Center@ur.Rochester.edu to request an amendment to add dollars to process outstanding invoices.</li><li>(2) <b>Optional:</b> If you want to renew the PO, submit a requisition in P2P.</li></ul> |
| Blanket PO Expiring 6/30/2020 – 12/31/2020<br>(With/Without a remaining available balance) | <ul style="list-style-type: none"><li>(1) PMM PO will not be extended</li><li>(2) If renewing the PMM PO is desired (upon expiration), submit a requisition in P2P to renew.</li></ul>  |
| PO Expiration Date 01/01/2021 or later   | <ul style="list-style-type: none"><li>(1) PO will remain active in PMM and further direction/guidance will be provided</li></ul>  |