



Declining PO - Blanket Order Renewal Form

This form must accompany a change request requisition when additional funding is requested for a Blanket Purchase Order (BPO).

1. Please type or print legibly and complete all questions.
2. **Incomplete forms cannot be approved and will be returned possibly delaying the approval of this change request.**
3. Form must be signed and dated at the bottom.
4. If this Blanket Purchase Order (BPO) has exceeded 5 years, a new BPO will need to be created.

PO Number:

Criteria:

1. Is the amount you are adding to the existing Blanket PO funding a full year? Yes No
- By submitting this change request, I understand that I am required to fund this Blanket for a full year. I understand.
2. Will the PTA(s) funding this BPO stay chargeable for the full year? Yes No
3. Do you anticipate paying at least 2 invoices a month or 24 invoices annually with this BPO? Yes No
4. Can you accurately project exact quantities of specific items from the supplier's product line that will be ordered? Yes No
5. Please explain your rationale for continuing business with this supplier over other supplier(s) with similar capabilities.
6. Do you anticipate ordering any single item costing over \$5,000? Yes No
If a single item costs more than \$5,000, this disqualifies it from being on a Blanket. Please resubmit on another form or contact your Buyer. I understand.

I am aware of Caltech's requirements for Blanket Purchase Orders. I have gathered the required information and have answered all questions.

Submitted:

Signature:

Date

Typed/Printed Name: