



June 6, 2013

Dear Supplier,

Santa Monica College intends to establish a "Blanket Purchase Order" arrangement with your company using the following guidelines:

1. A "Blanket Purchase Order" (BPO) document (see attached) is the official communication of the establishment of each "Blanket Purchase Order/Number.

Only the signature of the Director of Purchasing is authorized to issue a Santa Monica College "Blanket Purchase Order".

2. The BPO is written for a specific period of time and/or a "not to exceed total dollar amount". (i.e., Six months or \$2,000.00) whichever comes first). Under no circumstances will the "Blanket Purchase Order/Number" be used beyond one of those conditions. You will be responsible to monitor the expiration of these conditions. Equipment Purchases (items exceeding \$250.00 are expressly prohibited).
3. There could be more than one "BPO/Number" issued if there are multiple College departments that warrant them. It is the responsibility of the individual(s) as authorized on the "BPO" to provide your company with the correct "BPO/Number" when a transaction takes place. The names of those authorized to use the "BPO/Number" is listed on the document.
4. Deliveries/Invoices:

Unless otherwise agreed to, all deliveries under this BPO must be accompanied by a delivery/packing slip that must contain at minimum: Contractor/Supplier Name, BPO Number, Date of Purchase, Quantity, Unit Price and Extended Price of each item, Date of Shipment, Federal Tax I.D., Number.

Invoices may be submitted by USPS to:
Santa Monica College, Attn: Accounts Payable
1900 Pico Blvd., Santa Monica California 90405-1628
Or by email: Accountspayable@smc.edu

While a “not to exceed dollar amount” will be listed on each “BPO”, this is not to be construed as the amount that will be purchased but has been developed by reviewing past purchases with your company over a given period of time.

If there are concerns, difficulties, or questions, please contact the Buyer listed on the BPO as shown below in the attached sample as item #3. You may also visit our website at: www.smc.edu/suppliers, your resource on how to do business with Santa Monica College.

Purchase Order Header Diagram

Purchase Order				1 THIS PURCHASE ORDER NO. MUST APPEAR ON ALL SHIPPED MATERIAL AND CORRESPONDENCE : P.O. #		Page: 1
Form No. 502-063	ACCT PAYABLE PHONE NO.	BID/QUOTE/CONTRACT NO	QUOTE BY	DELIVERY HOURS	2 DUE DATE	
DATE ISSUED 02/01/2013	EXT			7:00 AM - 3:00 PM (Mon.-Fri.)	06/10/2013	
3 BUYER Frankie Sandy - S. Monica CC	BUYER FAX NO 310-434-3654	VENDOR NO 0000001234	VENDOR PHONE NO (310) 555-5555	VENDOR FAX N (310) 555-5555	4 SHIP VIA VEND TRUCK	5 FOB DES
6 BUYER PHONE NUMBER 310-434-4304 EXT.	REQUESTOR NAME	7 PO TERMS Net 30 Days	WAREHOUSE INSTRUCTIONS (DELIVER TO) PURCHASING			
FROM SANTA MONICA COLLEGE 1900 Pico Boulevard Santa Monica CA 90405-1628	TO ABC Company 123 Main Street Santa Monica, CA 90405	8 SHIP TO RECEIVING DEPARTMENT 2121 16TH STREET SANTA MONICA CA 90405		9 DISTRICT NO 73502 FISCAL YEAR 12-13		
LINE/SCHD	ITEM DESCRIPTION	QTY	UNIT	COST	EXTENSION	
1 - 1	OPEN PURCHASE ORDER FOR OFFICE SUPPLIES			1,000.00	LOT	1,000.00

Sincerely,

Cynthia Moore
 Director of Purchasing
 Santa Monica College
 Office Main Line: (310) 434-4304
 Fax: (310) 434-3654.