

Blanket Order Release Form

1. Complete all information on form (BPO Number, Vendor Name, Description, Amount, Valid Budget)
2. If you are using a Categorical budget Fund 12 you must type in the categorical information (Program Name, Project Grant Number and Program Goal/Explanation) and get approval from the Program Director/Coordinator
3. Type in the Requestor Name
4. Type in the Department Dean Name
5. Dean will forward Blanket Order Release (BOR) Form and any back up documentation (Invoice/Sales Order Receipt) to acctg-ops@losrios.edu email.

If Using Campus Based Funds

1. Complete Steps 1-4 and submit to Dean or Other Authorized Signer for approval.
2. Dean or Other Authorized Signer will forward approved BOR and any back up documentation (Invoice/Sales Order Receipt) to ARC BSO Campus Based Funds email.