CLOSE/COPY REQUEST FORM
For Blanket Purchase Orders

This form is to be used to request the close/copy of a blanket purchase order.
It must be signed by the fiscal agent or dept representative. Send to 1220 Purchasing or fax to 8-5555.

Your current purchase order encumbered amount may be found by using the PINQ screen in the Datatel system. Type in the purchase order number when prompted for it and press ok or enter. The total will be listed at the top of the screen.

Your current blanket purchase order encumbered amount may be found similarly by using the BINQ screen. The total encumbered amount will be given near the bottom of the screen.

REMINDER:
If your purchase order or blanket purchase order was originally under the following sealed bid limits, your copy can not cause the amount to exceed these limits.

A Sealed bid process is required for:
1. Professional & Artistic services that total $20,000 or more
2. Other services and merchandise that total $50,000 or more
3. Construction services that total $70,000 or more

Call 438-7611 if you have questions on the close/copy process. Call your fund accountant in the Comptroller's Office with questions on your account balances. Thanks for your cooperation!

PLEASE - ONE PER FORM.

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CLOSE/COPY Request

Date: _____

Blanket/Purchase Order number :_____ Requisition number: _____

Vendor : _____

Project number/title if applicable: _____

Original Encumbrance: _____

Total Amount Expensed: _____

Amount to Copy: _____

Contact person: _____ Phone number: _____

_____ _____
Signature of fiscal agent or Dept representative Date

Mail to 1220 Purchasing or fax to 8-5555.