How to Process Stores Blanket Orders

MOF-Merchandise Order Form will no longer be required for purchases made through a Stores Blanket Vendor.

Stores will implement a new procedure for processing Stores Blanket transactions effective October 1, 2012. A Merchandise Order Form will no longer be required for purchases made through a Stores Blanket Vendor. Stores will no longer charge a 2% processing fee.

The new process for Stores Blanket purchases is as follows:

1. A purchase is made from a Stores Blanket Vendor. An account number, the department name and the name of the purchaser must be provided to the vendor at the time of purchase and written on the invoice.
2. The Stores Blanket section will process an Internal Billing charging the account listed on the invoice when the vendor’s invoice is received.
3. The Edoc will be routed to the fiscal officer or delegate for approval. The fiscal officer or delegate can add a Sub-account to the Edoc.

Stores would like to thank the University community for its continued support of the Stores Blanket Section.

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