

**FLORIDA POLYTECHNIC UNIVERSITY
WORKDAY - BLANKET ORDER**

Recommended Tool for Creating Blanket PO

Requestor:	
Director Approval:	
Supplier:	
Projected spend for 1 year:	
Prior year's spend:	
Previous year's Purchase Order number (if applic)	
Contract commitment (if applic):	
General description of the commodity or service being purchased	
Justification:	
Additional comments:	