

# LIMITED PURCHASE ORDER REQUEST FORM

**Complete the following section:**

DEPARTMENT NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
REQUISITIONED BY \_\_\_\_\_ DATE \_\_\_\_\_  
APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
NUMBER OF LPO'S REQUESTED \_\_\_\_\_

**Purchasing Use Only**

LPO NUMBERS ISSUED \_\_\_\_\_ to \_\_\_\_\_  
RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
ENTERED BY \_\_\_\_\_ DATE \_\_\_\_\_  
(INITIALS)

## LIMITED PURCHASE ORDERS (LPO'S) FOR SAME DAY, LOCAL PURCHASES UP TO \$5,000

**NOTE: Departments may reduce the face value of the LPO. The value may not be increased.**

**APPLICATION:** Limited Purchase Orders (LPOs) are used for small, local purchases of goods or services that are immediately available. The form limits the purchase to a maximum of \$5,000 per transaction. An LPO may not be used to purchase supplies or services that will be provided at a future date. LPO's allow an employee to shop for the needed items and then fill-in the vendor name, item description, prices, etc., when a vendor is selected.

The value of an LPO can be reduced from \$5,000. Just line through the pre-printed dollar value and write in the new, lower amount.

It is an abuse of the LPO procedures to issue multiple orders to a single vendor to avoid the standard PO process. Each department will be periodically audited to detect this and other abuses of the process. Continued abuse may result in reduction or elimination of the LPO privilege. LPOs are issued in limited quantities and should not be used for purchases that could just as easily be made with petty cash or call numbers from the Blanket Purchase Order system.

The account information is entered on the LPO before or after usage. The LPO is entered into Banner. The yellow copy of the LPO is forwarded to Purchasing.

**CONTENT:** At the time of purchase, the employee making the purchase must fill-in the full name and address of the vendor. A legible description of the items being purchased and pricing must be shown. This can be summarized (office supplies \$142.53) or itemized individually. Invoices must be dated the same date as the LPO and must reference the LPO number.

**DOCUMENTATION:** Department head, director, or authorized individual must sign the LPO authorizing payment of the invoice. All invoices and related documents must be attached to the Accounts Payable copy.

**DOCUMENT SUBMITTAL:** Purchasing copy (yellow) is submitted to Purchasing (PO Box 757940). Accounts Payable copy (goldenrod) and all appropriate backup is to be submitted to Accounts Payable (PO Box 757920).