



Department of Materiel Management

REQUEST FOR LIMITED PURCHASE ORDERS (LPOs)

Agreement

I accept custody of these Limited Purchase Orders with the understanding that I am personally accountable for the blank forms. I further commit that I will not redistribute blank Limited Purchase Order forms entrusted in my possession to supply another department's working supply of blank forms.

University policy and procedures provide guidelines for small dollar purchases. University policies and procedures also provide guidance for proper LPO usage and restrictions. Additionally, University policy provides guidelines for utilizing Small, Minority, and Women-owned businesses. My department accepts responsibility for following these policies and procedures and for the improper use, theft, or loss of the Limited Purchase Orders that are released to us. I further understand that violations of the Limited Purchase Order policy may result in the loss of their use and the loss of the Limited Delegated Authority for our department.

The informational cover sheet of the LPO contains information on Departmental Responsibilities and a listing of items the LPOs may not be used to purchase. Issuing that LPO certifies you acknowledge this information and instruction.

Form with fields: Date, LPO Custodian's Printed Name, LPO Custodian's Signature, LPO Custodian's Email Address, Budget Code, Department Name

Number of LPOs issued: \_\_\_\_\_

Beginning/ending LPO numbers: \_\_\_\_\_

LPO package prepared for you by: \_\_\_\_\_