

Abbreviated Limited Purchase Order (LPO) Guidelines

Procurement Limit:

LPOs may be used to purchase UNRESTRICTED goods and services up to \$1,000 including shipping/freight charges.

Responsibility:

It is the responsibility of each department authorized to use LPOs, to conform to all of the policies and procedures governing their use. Failure to comply with all policies and procedures listed herein may result in the loss of delegated procurement authority and use of the Limited Purchase Order.

To Request LPOs:

The LPO electronic form and number sequence assignment shall be requested via email to matmgmt@odu.edu.

Appropriate Use:

Departments authorized to use LPOs are responsible for the following:

- securing all required special authorizations/signatures prior to issuance;
 - Printing - Special authorization signatures are required for printing (except business cards, standard stationery and forms) prior to issuing the order to the Vendor. Authorization for printing must be obtained from Publications and Graphics.
 - Furniture – Special authorization signatures are required for furniture. Authorization for furniture must be obtained from Materiel Management. VCE is a mandatory source for furniture and printing of letterhead, envelopes, forms, etc.
 - Membership Dues – Special authorization signatures from the appropriate Vice President, the Athletic Director, or Dean of School is required for all individual or organizational membership dues prior to issuing order to the Vendor.
- using the LPO for legitimate procurement purposes;
- ensuring that funds are available and budgeted;
- entry of correct LPO number as assigned by Materiel Management;
- correct identification of departmental budget and sub-object codes;
- proper distribution of the LPO copies;
- proper execution of the receiving reports;
- inserting the proper contract number when purchasing goods or services from a valid contract (Commonwealth of Virginia, ODU, or VASCUPP)

Restrictions:

The use of LPOs is **not allowed** for the following restricted goods and services:

- equipment purchased with Equipment Trust Funds (ETF);
- alcoholic beverages;
- annual maintenance and/or service agreements, including but not limited to cellular and pager service contracts (agreement payments must be against an established Commonwealth, ODU, or VASCUPP contract);
- any type of renovation, security/fire systems, painting, electrical, building locks, keys, etc.;
- carpet and installation;
- firearms and ammunition;
- hazardous chemicals and materials or disposal of the same;
- narcotics, dangerous drugs or prescription drugs;
- purchases from foreign countries due to the currency exchange requirements;
- purchases from state employees and their families; and
- radioactive materials;

Order Splitting – Issuing two LPOs to the same vendor to avoid the \$1,000 limit is considered order splitting and is strictly prohibited.

Change Orders – Change Orders are not permitted on issued LPOs. The LPO must be canceled and a new one issued.

Blanket Orders – Blanket orders for recurring charges are not permitted on LPOs.