3.13 Instructions for completing a Limited Value Purchase Order - (LVPO)

1. Name, PS Vendor No. & Address of Vendor - Name, PS Vendor No. and address of the Vendor or Payee. (Note: If vendor is not in Peoplesoft, the requisitioning department must obtain a W-9 Form and forward to General Accounting).

2. Ship to - Enter URI Central Receiving, if applicable, followed by department name, room number, and address. If direct delivery to department or a pick-up, indicate department name and address including room number and/or person if appropriate.

3. Bill to - Please use the appropriate “bill to” address:

   URI, Accounts Payable
   75 Lower College Rd., Suite 1,
   Kingston, RI 02881

   URI, Accounts Payable
   Narragansett Bay Campus
   South Ferry Rd.
   Narragansett, RI 02882

4. Date Wanted – Enter the specific date the item(s) will be required.

5. Date Ordered - Date order is typed.

6. Department Contact Person - Name of contact person.

7. Department Phone Number - Telephone number for contact person.

8. Department Contact Person E-mail – E-mail address for contact person.

9. MPA Contract Number – Enter the MPA # if Applicable.

10. Vendor Invoice No. & Vendor Invoice Date - Accounting Use Only.

11. Quantity Ordered – Enter the quantity being ordered.

12. Quantity Delivered - To be completed on Receiving Report copy upon receipt of merchandise.


14. Unit of Measure - Box, Ctn., Ea., etc.

15. Description - Describe the item(s) accurately and completely.

16. Unit Price - Price per unit.
17. **Amount** – Enter the total dollar amount for quantity being ordered (quantity ordered times Unit Price).

18. **Account/Fund/Dept./Program/Project** - Enter departmental chartfield string(s), including appropriate account code.

19. **Preaudit & Grant/Cont. Acctg.** - Leave Blank.

20. **Amount** - Total of all extended amounts.

21. **Cash Discount, Adjustments, & Net Amount** - For Accounting Use Only.

22. **Department Authorized Signature** - Authorized department signature as designated by Dean/Director or Department Head and on file in the Purchasing Office.

23. **Controller’s Office (Authorized Agent)** - For Controller’s Office Use Only.

**DISTRIBUTION OF COPIES:**

| Color   | Copy Type                     | Instructions                                                                 |
|---------|-------------------------------|                                                                             |
| White   | Vendor Copy                   | Mailed/Faxed to Vendor by Department                                         |
| Yellow  | General Accounting Copy       | Forward to Accounting with documentation/competitive quotes.                |
| Goldenrod | Central Receiving            | Forward to Central Receiving<br>**Note:** All Central Receiving copies must be sent to Central Receiving even if the goods/services are shipped directly to the department. |
| Green   | Department Receiving Report Copy | Sign and forward to Accounting immediately upon receipt and acceptance of merchandise. |
| Blue    | Department Copy               | Retained by Department for current fiscal year plus one year or as needed.   |

**PLEASE NOTE:** ORDERS THAT HAVE BEEN TELEPHONED INTO THE VENDOR MUST BE NOTED AS **CONFIRMING ORDER - DO NOT DUPLICATE** IN THE BODY OF THE LVPO.