

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.
13. Item Code - Leave Blank.
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:

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 <i>Note: All Central Receiving copies must be sent to Central Receiving even if the goods/services are shipped directly to the department.</i>
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.