



TO: University Community

FROM: Betty Gil
Director of Purchasing

DATE: June 26, 2007

SUBJECT: Purchasing Changes and Reminders

As a result of recent audits of the LVPO Policies and Procedures, the following change will take effect on all LVPO purchases effective 7/1/07:

All documentation relating to a purchase on a **LVPO**, i.e.: quotes, telephone quote form, sole source justifications, etc. shall be attached (must be on 8 ½ X 11" paper) to the General Accounting copy (yellow) of the LVPO and forwarded to Accounting. Please refer to section 2.16 and 3.13 of the URI Purchasing Manual.

A records retention schedule for the department copy of the LVPO has been established by the Internal Audit Department for purchases effective 7/1/07 and is included in section 2.16 of the URI Purchasing Manual. LVPO's along with backup documentation processed by the department prior to 7/1/07 shall be retained by the department until 7/1/08.

In addition to the above please note the following reminders/changes:

REMINDER: Please make sure that all Central Receiving copies (gold) of the LVPO are sent to Central Receiving. Also, the Receiving Report copy (green) must be signed and sent to the General Accounting Office as soon as goods or services are received.

CHANGE: INTERNAL VENDORS

College Requisitions for "standard" purchases in excess of \$5,000 from URI Internal Vendors no longer require Purchasing approval and issuance of a PO. Only blanket requisitions to internal vendors should be submitted to Purchasing. See section 2.12 of the URI Purchasing Manual.

If you have any questions, please contact the Purchasing Department at x4-2171.