



TO: University Community

FROM: Betty Gil
Director of Purchasing

DATE: June 3, 2008

SUBJECT: Rhode Island Correctional Industries

Please be advised that we have been informed by the State of Rhode Island, Department of Corrections that they cannot accept purchase orders without a Critical Expense Request Form until further notice.

Therefore, if you are processing a LVPO or a college requisition to RI Correctional Industries and/or the State Central Distribution Center, please complete the Critical Expense Request Form located at:

www.uri.edu/purchasing/FILL%20IN%20FORMS/Critical%20Expense%20Form.doc.

If you are processing a LVPO – attach the Critical Expense Request Form, unsigned, to the vendor copy and forward to Purchasing. Departments will continue to distribute the remaining copies of the LVPO; ie: Accounting, Central Receiving.

If you are processing a College Requisition – attach the Critical Expense Request Form, unsigned, and forward to Purchasing.

Purchasing will obtain the agency director signature on the Critical Expense Request Form and will forward the order to Correctional Industries.

Please note that this applies to all sources of funds. However, if you are using Auxiliary, Research or Foundation funds please indicate this on the Critical Expense Request Form.

If you have any questions, please contact the Purchasing Department at x42171.

Thank you.