

**COLLEGE OF SOUTHERN NEVADA
FINANCE & FACILITIES DIVISION
LIMITED PURCHASE ORDER (LPO) POLICY**

1. PURPOSE

Limited Purchase Orders (LPO) are used for purchasing merchandise/services totaling less than \$1,000.00.

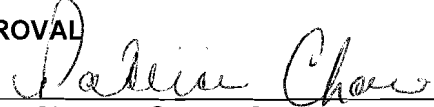
2. POLICY

- A. New vendors must complete a vendor application, W-9 and Conflict of Interest Statement prior to a Limited Purchase Order being issued.
- B. Limited Purchase Orders (LPO) are used for purchasing merchandise/services totaling less than \$1,000.00. **New** Department Heads must send a letter from their respective Vice President to the Purchasing Department authorizing them to have LPO books. This individual must pick up all LPO books personally at their respective Bursar's office. LPO's are a controlled form and must be logged in the register. The completed register, along with any unused or voided LPO's must be returned to Purchasing. Only after an audit of the LPO book is conducted by Purchasing, will a new book be issued.
- C. Limited Purchase Orders (LPO) must be typewritten and fully completed the same day the merchandise/service is requested from the vendor. The completed form must include the vendor information, a detailed description of merchandise ordered, accounting reference, unit price (less any discount) and total price, commodity code and shipping information. The vendor quote must accompany the LPO.
- D. Multiple Limited Purchase Orders (LPO) cannot be placed to the same vendor on the same day if the total of all orders to one vendor exceed \$1,000.00. A Purchase Requisition (RX) must be used. Order splitting to circumvent the \$1,000.00 limit is not permitted.
- E. Limited Purchase Orders (LPO) must have an original authorizing signature of the individual who is authorized to expend funds from the account/accounts listed on the LPO.
- F. Open ended orders cannot be placed with a Limited Purchase Order (LPO).
- G. Furniture orders cannot be accomplished on a Limited Purchase Order (LPO).
- H. If the Limited Purchase Order is for payment to an individual for services provided, an Independent Contractors Agreement must be attached to the LPO. Please reference the Independent Contractors Agreement Policy.
- I. If other documents such as Hosting checklists are needed, those documents must be attached. Please reference the Hosting Agreement Policy.
- J. Certain items require commodity approval. Please reference the Commodity Approval Policy.
- K. The use of LPO's on State (8103) or other appropriated funds including grants with June 30th year end dates will be "cut-off" by the first Friday of April unless other communication is made by the Financial Services Department.

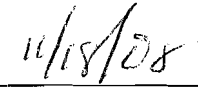
Limited Purchase Order Policy

- L. All LPO's on State funds must be closed, that is items received and paid, by June 30th of each year.
- M. LPO's on non-state funds must be closed, that is items received and paid, by August 31st of each year.

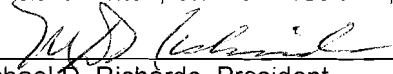
3. **APPROVAL**



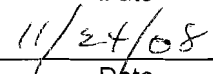
Patricia Charlton, Sr. Vice President, Finance & Facilities



Date

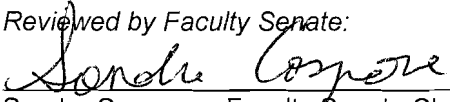


Michael D. Richards, President

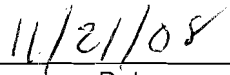


Date

Reviewed by Faculty Senate:



Sondra Cosgrove, Faculty Senate Chair



Date