

**COMPLETED**

P.O. No. \_\_\_\_\_

Date \_\_\_\_\_

**LIMITED PURCHASE ORDER**  
 (Not to Exceed \$1000.00)

VENDOR NAME AND ADDRESS:	DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1						
2						
3						
4	<b>PAID</b>					
5	<b>CHECK #: 94827607</b>					
6	<b>DATE: 5-26-22</b>					
7						
8	<b>AMOUNT: 211.00</b>					
9	<b>VOUCHER#:</b>					
10						

**Purchases Charged to Categorical Programs, Grants or Special Projects**  
 This purchased is in compliance with the requirements of:

Program Name \_\_\_\_\_

For grants/special projects \_\_\_\_\_

Program Director/Coord. Signature \_\_\_\_\_ Project/Grant Number \_\_\_\_\_

Program Goal/Objective Number/Explanation \_\_\_\_\_

	SUB-TOTAL	
	SALES TAX	
	TOTAL (Not to Exceed \$1000.00)	

**VENDOR:** Reference P.O. number on all invoices and packing slips. Total invoice may not exceed \$1000.00 including tax and shipping costs. Mail invoices in duplicate to: Los Rios Community College District, Accounting Department, 1919 Spanos Court, Sacramento, CA 95825.

I hereby certify the items/services listed above shall be obtained in accordance with District Policy, Conflict of Interest Code, P-8631 Section 3.0., and all other applicable district, state, and federal policies, rules, regulations, and laws.

Received by \_\_\_\_\_ Date \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ TYPED/PRINT \_\_\_\_\_ DATE \_\_\_\_\_

Bus. Unit \_\_\_\_\_ Account \_\_\_\_\_ Fund \_\_\_\_\_ Org \_\_\_\_\_

\$ \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Program \_\_\_\_\_ Sub-Class \_\_\_\_\_ BY \_\_\_\_\_ Proj/Grnt \_\_\_\_\_

Amount \_\_\_\_\_

APPROVED: \_\_\_\_\_ DEAN OR OTHER AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Bus. Unit \_\_\_\_\_ Account \_\_\_\_\_ Fund \_\_\_\_\_ Org \_\_\_\_\_

\$ \_\_\_\_\_

APPROVED: \_\_\_\_\_ VICE PRESIDENT, ADMINISTRATION \_\_\_\_\_ DATE \_\_\_\_\_

Program \_\_\_\_\_ Sub-Class \_\_\_\_\_ BY \_\_\_\_\_ Proj/Grnt \_\_\_\_\_

Amount \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING A LIMITED PURCHASE ORDER

For purchases under \$1000.00 (including sales tax and shipping charges), a limited purchase order may be used in place of the traditional requisition/purchase order process. The limited purchase order (LPO) requires the same college approvals as do requisitions, but once the document is approved you can place your order or pick up merchandise immediately. Once the order is complete, the copies are distributed according to the notation on the bottom of the form. The following steps will assist you in filling out the limited purchase order.

1. **Date** Enter date order form is filled out.
2. **Vendor Name and Address** Enter vendor's complete name and address, including zip code.
3. **Deliver To** Enter campus or site name and address and indicate whether order is to be delivered or picked up.
4. **Description** Enter complete description of goods and services requested include size, color, number per carton, etc. Indicate shipping charges and discounts here.
5. **Quantity** Enter desired number of items, sets, cartons, etc.
6. **Unit** Enter unit of measure (each, dozen, gram, etc.)
7. **Stock Number** Enter vendor's stock number.
8. **Unit Price** Enter unit cost.
9. **Total** Enter extended price (quantity x unit cost).
10. **Sub-Total** Enter sub-total (after any applicable discounts)
11. **Sales Tax** Enter current sales tax amount
12. **Total** Enter total amount of purchase, including sales tax and shipping costs, not to exceed \$1000.00
13. **Categorical Program, Grants or Special Projects** Enter program name. Program Director or Coordinator to sign. Enter program/grant number and goal/objective purchase meets.
14. **Received by** When item is received, sign and date goldenrod copy (Receiver) and forward to district office accounting department.
15. **Requested by** Name of person initiating order.
16. **Bus. Unit (Business Unit) Account, Fund, Org, Program, Sub-Class, BY (Budget Year), Proj/Grnt** These items constitute the chart field combination (budget number) to be charged for the purchase. The Account may not be in the 6000 category.
17. **Authorized Signature** Must be signed by the requisitioner, the area dean or unit supervisor.
18. **Vice President, Admin. Director/ViceChancellor/Chancellor** Vice president of administration or director /vice chancellor or chancellor must approve order before items can be purchased.

*\*Purchases made in the name of the district without an **Authorized Purchase Order** shall be considered the obligation of the person making the purchase and not the obligation of the district.*