

## Instructions to complete Limited Purchase Order (LPO) ARC eForm

The LPO eForm is a two-step process:

- Step 1 – Request for Purchase
- Step 2 – Merchandise/Services Received - Authorization for Payment.

The Limited Purchase Order (LPO) is used in place of the online requisition purchase order process and must be approved by the VPA prior to any purchase. The LPO requires the same college approvals as do requisitions. Once the document is approved, you are able to provide the vendor with the copy of the form to place your order or pick up merchandise immediately. A LPO may be used for the purchase of goods or services (with the exception of service agreements) under \$1,000.00 (including sales tax and shipping charges). LPO's cannot be used for service agreements or for equipment purchases.

Once goods are received or services complete, requestor is responsible to login and complete **Step 2 - Merchandise/Services Received - Authorization for Payment** for payment to be processed

***Purchases made in the name of the District without an authorized purchase order can be considered the obligation of the person making the purchase and not the obligation of the District. Authorization to commit District funds is only allowed by individuals that have been given the delegation of authority by the Board of Trustees, Board Regulation 8315, 3.1.***

- 1) Submit [Limited Purchase Order ARC eForm](#)
- 2) Select **Initiate Limited Purchase Order**
- 3) **Approvals**
  - a) **Area Manager** - Area Dean/Supervisor of area/department
  - b) **Categorical Manager** – Manager will be required if fund 12 is used
- 4) **Vendor** – Name of person or company name that check will be made payable to.
- 5) **Mailing of Delivery** – Select Method
  - a) **Deliver to Address Below** – Provide address for items to be delivered to
  - b) **Will Call** – Items will be picked up
- 6) **Line Items** – enter description, quantity, unit, stock number, unit price
- 7) **Budget Strings & Amount** - Funds must be set up first for LPO to be processed
- 8) **File Attachments** - Attach any associated documents (quotes, receipts, invoices, etc.)
- 9) **Request Will Be Routed as Follows:**
  - a) Area Manager
  - b) Categorical Manager (*if fund 12 is used*)
  - c) Business Services Office
  - d) Vice President of Administration