

Instructions for Receivers on Limited Purchase Orders:

Limited Purchase Order (LPO) – Signature on the lower Right side of LPO Form.

1. If a Limited Purchase Order (LPO) was issued to buy goods or services, once goods are received or services complete, sign and date **Received By** on the lower right side of the LPO form.
2. Submit approved LPO with receiving signature and all supporting documents to **DO-Acctg Ops** email for payment processing and copy **ARC BSO Purchasing email**.