Complete this form online, print it and send to Purchasing.

MEMORANDUM

TO: Director of Purchasing Date: _____

FROM: _____
Typed Name Title Checked By

_____
Signature (As listed on the Authorized Signature System)

SUBJECT: Request for _____ LPOs for _____ _____
Quantity of Banner Index Available Balance

Indicate quantity for denomination requesting:

__$50 __$100 __$150 __$200 __$250 __ Other: Total Amount Requested $_____

_____, at _____ is authorized to pick up the LPOs from Purchasing.
Name Ext.

I understand the LPOs will not be used for items or services otherwise prohibited by law, regulation, or policy, i.e., OPS, contractual services, maintenance agreements, microwave ovens, portable heaters, fans, refrigerators, lamps, stoves, coffee pots, picture frames, plaques, wall hangings, items of personal or decorative nature, radioactive materials, alcohol, controlled substances, explosives, pesticides, telephones, or printing. They will not be used to purchase items on state or university contracts, items available from PRIDE, furniture, office equipment, or machines of any kind. The purchase of food and beverages is limited to local accounts.

A LPO will not be issued to the same vendor more than one (1) time within seven calendar days. LPOs will be used within 120 days after issuance or returned to Purchasing. All LPOs encumbered on E&G funds must be used by May 15th.

LPO No.	Not to Exceed Amount	Date Issued to Dept.	Date Entered into Banner	Processor

Date picked up _____ by _____ _____
Printed Name Signature