If the vendor is not on the vendor master then an IRS Form W-9 is required from the vendor before payment.

All expenditures for business meals, refreshments, recruiting or entertainment require the approval of the next higher authority. A dean or higher authority must approve the expenditure if alcohol is served, or the purpose of the meeting is recruiting or entertainment. The meeting is considered entertainment if the purpose of the meeting is relaxation or amusement, even though food is served, or if other parties are present, such as spouses or related children.

Charge the default charfield string if required chartfields are left blank, amounts are incorrectly allocated, any lines include accounts 10400, 10500 or accounts starting with a "3" or a "5." Send the LPO to Property Accounting if the account starts with "61" or if the LPO is greater than $1,000.

If this box is checked, make sure that Tax Services has signed off on the expenditure.

The date of the invoice should not be more than six months after the date on the LPO. If it is, send it back to the department for approval.

The total for all invoices against this LPO must not exceed this limit.

The following items may not be ordered on this type of purchase order, but should be requisitioned on a regular requisition through the Purchasing Department. In accordance with University Policy 3-191, "Persistent improper use of $5,000 purchase orders by university operating units may result in withdrawal of their privilege to use this means of making small purchases."

A. Purchases over $5,000
B. Non-Denatured Ethyl Alcohol
C. Telephone Installations
D. Foreign purchases
E. Radioactive Isotopes
F. Live Animals
G. Controlled items (drugs, narcotics, etc.)
H. Compressed or Liquid Gas
I. Workstations with panels such as cubicles with laminated work surfaces and sound proof enclosures not including computer equipment.
J. Construction, including window and floor coverings
K. Restricted items as outlined in University Policy 3-191 or 3-192
L. Memberships (use Payment Request form from Accounts Payable, 1-6976)
M. Purchases requiring advance payments
N. Requests for campus services (use Campus Order form from Accounts Payable, 1-6976)
O. Ads for personnel recruiting (Staff or Academic)
P. Employee travel expenses
Q. Other items not specifically listed above

The "AUTHORIZED SIGNATURE" must be on a signature card in Accounts Payable and must be either the principal investigator, account executive, department chair/head, dean/director or authorized alternate. This should be verified for all purchases over $1,000. This may not be the same signature as described above for business meals.