

Provide the Payee's Social Security Number (SSN) or Federal Tax Identification Number (TIN) as appropriate:

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

Business meals, refreshments, recruiting, or entertainment expenses must include in this section the names of the attendees (if less than 10) or name of group and number in attendance, a detailed description of the business purpose of the meeting, and the dates of the function.

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.

----- Accounting Distribution -----

BU(2)	ORG (5)	FUND (4)	ACTIVITY (5)	PROJECT (8)	ACCOUNT (5)	A/U(1)	YEAR (4)	AMOUNT (\$)	%
<p>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.</p>									
<p>TOTAL NOT TO EXCEED \$5,000 or 100%</p>									
								TOTAL	

IS THIS PAYMENT IN BEHALF OF A NON-U.S. CITIZEN OR GREENCARD HOLDER?
 YES NO
 IF YES, THEN PLEASE GIVE:
 NAME: _____
 COUNTRY OF CITIZENSHIP: _____
 U.S. SOCIAL SECURITY # OR ITIN: _____

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

DEPT. OR PROJECT:
LOCATION:
NAME:
PHONE NUMBER: (801)

LIMITED PURCHASE ORDER
UNIVERSITY OF UTAH

Accounts Payable
201 S Presidents Cir Rm 145
Salt Lake City, UT 84112-9003

PURCHASE ORDER NUMBER
THIS NUMBER MUST APPEAR ON ALL INVOICES,
CORRESPONDENCE, PACKING SLIPS, ETC.

LO-

ORDER NOT VALID AFTER SIX (6) MONTHS

DATE: _____
TO: _____

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.

Departments should put the ship-to code in this space and forward a copy of the LPO to receiving.

Deliver or ship prepaid all merchandise to:
UNIVERSITY OF UTAH
SALT LAKE CITY, UTAH 84112

Send invoices in duplicate to:
ACCOUNTS PAYABLE DEPT.
201 S PRESIDENTS CIR RM 145
SALT LAKE CITY, UTAH 84112-9003

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

TOTAL NOT TO EXCEED \$5,000

THIS ORDER IS SUBJECT TO THE UNIVERSITY'S STANDARD TERMS AND CONDITIONS SET FORTH AT:
<http://www.purchasing.utah.edu/supplier/terms.html>. WHICH TERMS AND CONDITIONS ARE INCORPORATED INTO THIS ORDER AND ARE DEEMED RESTATED IN THEIR ENTIRETY HEREIN.

Quantity Catalog Number and Detailed Description of Goods/Services Estimated Price: \$

- 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

Is this a confirmation of an order placed by telephone? Yes No
IF YES: Order was placed with:
Name _____ Date _____ Phone _____

To the best of my knowledge, the purchase of the above items will not result in a conflict of interest as defined in Policy 1-006

AUTHORIZED SIGNATURE

TYPE/PRINT NAME and TITLE
(801) _____
PHONE NUMBER

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.

ACCOUNTS PAYABLE 145 PARK BUILDING