

**Purpose:**

- 1 To establish guidelines to ensure that purchases of under \$1,500.00 are properly authorized and processed by the Accounts Payable section.

**Policy Statement(s):**

- 2 Low Dollar Purchase Order (L.P.O.)
    - (1) The L.P.O. is a paper form intended for use by field personnel who do not have access to the electronic purchase order system.
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**References/Links:**

- 1 Forms:
  - (1) L.P.O. books are available from City Stores and can be ordered by utilizing the Stock Issue form.

**Scope/Application:**

- 1 Distribution:
  - (1) The Low Dollar Purchase Order (L.P.O.) is a three part document. Distribution is as follows:

(a) White copy	-	Vendor
(b) Blue copy	-	Department staff for entering into Purchasing System
(c) Yellow copy	-	Retained by the ordering department

**Authority/Responsibility to Implement:**

- 1 Department Heads are authorized to purchase goods and services up to a value of \$1,500.00 without the necessity of following normal purchasing procedures, subject to certain restrictions.
- 2 Department Heads may designate authority to employees to issue L.P.O.'s.
- 3 It is the responsibility of each department head to ensure that the best possible value is obtained and to ensure that the authority is not abused.
- 4 The issuer of an L.P.O. is responsible for ensuring that:
  - (1) the material is not available from City Stores;
  - (2) if the material is purchased from a foreign supplier, it is ordered on a general purchase order; and
  - (3) the value of the L.P.O. does not exceed the \$1,500 value.

**Inquiries/Contact Person:**

I Contact Treasury Services Department, Accounts Payable Coordinator

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
October 8, 1991		
Revised: February 28, 1994		
Revised: June 2, 1997		
Revised: December, 1991		
Revised: January, 2001	"Norbert Van Wyk"	City Manager

**Administrative Revision:**

<b>Date:</b>	<b>Description:</b>
August 24, 2017	Updated to the current format.