

Limited Purchase Order

In preparation of the potential transition to 100% remote operations, we developed the following procedures for routing the "Limited Purchase Order" ("LPO"). Given our limitations in a remote environment, we respectfully request that only urgent and essential LPOs run through this process during this time.

Limited Purchase Order – 100% Remote Emergency Temporary Routing Procedures

1. **Requester** completes the first page of PDF version ATTACHED using the adobe [fill and sign](#) feature and saves for emailing.
<https://helpx.adobe.com/acrobat/how-to/fill-and-sign-pdf-forms.html>
2. **Requester** ATTACHES the PDF LPO to the email. College also attaches the supporting documents to the email.
3. **Requester** sends the email to the **Dean or Other Authorized Signature** for Approval
4. **Dean** Approves and **FORWARDS** the email to the **Categorical Approver** to complete the Categorical Box (**Only required if categorical funds are being used**) or **FORWARDS** the email to **Business Services Office – Lauren Zigler and David Lockwood**
5. **Categorical Approver** Approves and **FORWARDS** the email to **Business Services Office – Lauren Zigler and David Lockwood**
6. **Business Services Supervisor** Approves and **FORWARDS** the email to acctg-ops@losrios.edu²
7. A/P processes
8. Once we return to the office after the closure, the hard copy will be re-routed for wet signatures.

NOTE: make sure to FORWARD (not reply) to keep the email string to maintain sufficient audit evidence and to ensure the attachments remain. **We are not requiring a wet OR digital sign the PDF.** Email approval is deemed sufficient for this emergency procedure.