

**APPLICATION FOR DEPARTMENTAL LIMITED VALUE PURCHASE ORDERS  
(PDLVPO)**

Name of Requesting Department

HR Dept. Code

Mail Code

**Administrative Use**

Polytechnic Campus \_\_\_  
 Tempe Campus \_\_\_  
 West Campus \_\_\_  
 DTC \_\_\_

The departmental-designated **PDLVPO Primary Distribution Representative** is responsible for:

1. forwarding this application to Purchasing & Business Services (mail code 5212) for processing; any inquiries regarding the application process can be directed to the Joan Langdon, 5-9782.
2. ensuring that the Departmental Limited Value Purchase Orders are issued in accordance with policies and procedures as established in PUR 304-01,
3. tracking each PDLVPO on the Control Form and ensuring the orders are used only on accounts within the department where the account manager or an authorized signer has approved usage,
4. ensuring the online input of a corresponding PD document within three (3) working days from date of manual issuance, followed by timely online approval by ADVANTAGE account manager or authorized signer, and
5. serving as the key contact person between the requesting department and Purchasing & Business Services, e.g., notifying Purchasing and Business Services of any changes in departmental personnel that have PDLVPO responsibilities by completing the Revision to Original PDLVPO Form.

Primary Distribution Representative	ASU Employee ID	Phone #
<i>Signature</i>	ADVANTAGE ID	Date

**Authorized PDLVPO Signers** are additional parties within the department that are delegated authority for releasing Departmental Limited Value Purchase Orders. These individuals accept the responsibility for ensuring that the Departmental Limited Value Purchase Orders are issued in accordance with policies and procedures as established in PUR 304-01

Authorized PDLVPO Signer	ASU Employee ID	Phone #
<i>Signature</i>	ADVANTAGE ID	Date

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The University is liable for all Departmental Limited Value Purchase Order transactions. In the event that a PDLVPO transaction overspends an individual account or violates allowed expenditures for a grant account, then the College, School, Department, or office will resolve the over-budget condition.

<i>Signature of Dean/Director or Business Operations Manager</i>	<b>Name (Print)</b>	<b>Date</b>
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Delegation of Purchasing Authority: _____	Date
Director, Purchasing and Business Services	