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

1. forwarding this application to the ADVANTAGE Helpline (mail code 5812) for processing; any inquiries regarding the application process can be directed to the ADVANTAGE Helpline at 965-2334,
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 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 and Business Services, e.g., notifying Purchasing and Business Services of any changes in departmental personnel that have PDLVPO responsibilities.

The PDLVPO Distribution Representative and Authorized PDLVPO Signers must attend a PDLVPO orientation session. 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.