

**Request for Limited Purchase Orders**

The Department of \_\_\_\_\_ School/College/Division of \_\_\_\_\_

requests that \_\_\_ \* Limited Purchase Orders be issued to the following fund and organization:

Fund	Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deliver to

\_\_\_\_\_  
Approved

\*Generally ten LPOs will be issued. If additional forms are needed, please contact the Purchasing Department.