

COP Business Office

Frequently Asked Questions

Purchasing

1. **What is a LVPO?**
Limited Value Purchase Order is a PO that is processed within the College of Pharmacy (COP); that has a Limit of \$5,000.00.
2. **What is a Requisition?**
It is a request to purchase an item / items from URI Purchasing. URI Purchasing negotiates and does the purchasing of the items.
3. **How do I initiate a Blanket PO?**
Fill out a rough requisition in the Purchasing Office and return to Lorraine.
4. **When do I return packaging slips? Where do I put them?**
Daily!!!!!!! Lorraine's mailbox; room 115
5. **When do I need quotes?**
Any LVPO that is over \$500.00 and not on the MPA you should have three (3) quotes or a sole form.
6. **When should I ask about an outstanding order?**
If the item was purchased on state funds inquire the following week. If the item was purchased on Grant monies check in three weeks.

Business Office

1. **Are LVPO tracked on PS?**
NO, LVPO are tracked offline by the business manager.
2. **Who tracks the Grants?**
Anna/Colleen for Non-INBRIE Grants & Pat Murray for IBRIE Grants