

Appendix "A" – L.V.P.O. Preparation Check List

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Signature/Position:	Assistant Vice-President Finance
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Table of Contents

Appendix "A" – Preparation Check List	1
1. Purchase Order Number	1
2. Telephone Extension and Fax Number	1
3. Supplier	2
4. Ship To	2
5. Date Ordered and Date Required	2
6. Carrier Selection and Shipping Instruction	2
7. Terms of Payment	2
8. Item	2
9. Quantity	2
10. Description	2
11. Unit Price and Discounts	3
12. Total Amount of Item and Sub-Total of Order	3
13. Goods and Services Tax	3
14. Provincial Sales Tax	3
15. Total	3
16. G.L. Code	3
17. Purchase Requisitioner and General Ledger Authorization	3
18. Comment	3
APPENDICES	3

APPENDIX "A" – PREPARATION CHECK LIST

The Low Value Purchase Order (L.V.P.O.) Form is designed to contain all the necessary information and signatures relevant to the processing of the order and serves to create the formal legal contractual commitment between the Supplier and the University.

As a major requirement, the L.V.P.O. Form must contain a precise and clear description of the elements of the order. Listed below is the information the form must include to adequately describe the contract. The Requisitioning Department must clearly and accurately complete every portion of the form with the exception of the areas marked "X". For a copy of the detailed appendix form, contact the Purchasing Services.

1. [Purchase Order Number](#)

The L.V.P.O.'s are pre-numbered sequentially as a means of identification and to tie together all documents related to the transaction. All Purchase Order numbers including voided and missing forms should be recorded.

2. [Telephone Extension and Fax Number](#)

Enter telephone extension and fax number of person most readily available to respond to questions concerning the order.

3. [Supplier](#)

After the Supplier has been selected, enter the complete and accurate name and address including postal code. This will eliminate confusion in matching records, paying invoices and in the compilation of statistical records.

4. [Ship To](#)

Enter the complete shipping address for delivery of goods or services.

5. [Date Ordered and Date Required](#)

Enter the date the order is prepared and a reasonable date the goods are required or the date specifically indicated by the Supplier.

6. [Carrier Selection and Shipping Instruction](#)

The use of selected carriers to transport goods to the University of Guelph can result in significant cost savings. Contracts have been established with certain carriers to minimize shipping costs. For further information, refer to "Carrier Selection and Shipping Guide, APPENDIX B".

7. [Terms of Payment](#)

Enter negotiated terms offered by Supplier if other than Net 30.

8. [Item](#)

For reference purposes, items should be identified and entered alphabetically NOT numerically.

9. [Quantity](#)

Enter the exact quantity required and clearly show the unit of measure, e.g. 4 grams/litres/kilograms, etc.

10. [Description](#)

A full, complete description is necessary for the Supplier to properly fill the order. Enter exact description, use catalogue numbers, etc. if available.

NOTE: In the body of the order, it may be necessary to include any of the following information:

- Confirmation or Telephone order to your (Contact Name) _____, Dated_____.
- Prices per your price list No. _____, Dated_____.
- Prices per your verbal Quotation _____, Dated_____.
- Special charges or arrangements.

11. [Unit Price and Discounts](#)

Competitive prices including discounts extended to the University should be negotiated whenever possible, enter the price agreed upon, in relation to ordering unit measure. If other than Canadian funds, e.g. U.S., please specify in unit price.

12. [Total Amount of Item and Sub-Total of Order](#)

Enter the total extended price and add all extended prices to obtain the sub-total. Note this figure must NOT exceed the \$1,500.00 maximum limit. If other than Canadian Funds, e.g. U.S., please specify.

13. [Goods and Services Tax](#)

Refer to the information and instruction provided in "A Guide To The Application of Sales Tax When Purchasing, APPENDIX C".

14. [Provincial Sales Tax](#)

Refer to the information and instruction \ provided in "A Guide To The Application of Sales Tax When Purchasing, APPENDIX C".

15. [Total](#)

Enter the total value of the order including all applicable Sales Taxes. If other than Canadian Funds, e.g. U.S., please specify.

16. [G.L. Code](#)

Refers to the General Ledger Control Number. Enter the complete code to identify the account for invoice charge allocation.

17. [Purchase Requisitioner and General Ledger Authorization](#)

Enter the name of the person who initiated the request for the goods or services and the signing officer or designate and department having authority over the placement of the order.

18. [Comment](#)

Enter any pertinent verbal information on any matter which may prove useful for future reference regarding the process of the transaction of the order, on copy #1 and 4 or 6.

[APPENDICES](#)

- Appendix "B" - "Carrier Selection and Shipping Guide"
- Appendix "C" - "A Guide To The Application of Sales Tax When Purchasing"