

Policy Number: 221.1

Policy: Department Purchase Order (DPO)

Effective Date: 3/2013

Revision Date: 11/2022

Approved by: Business Services Director

PROCEDURE:

I. [Department Purchase Order \(DPO\):](#)

A. The DPO is used for any departmental purchases.

1. Less than \$10,000.00

a. Departments are allowed to process purchases within the department.

(1) All [purchasing policies](#) still apply.

2. Over \$10,000.00

a. DPO are required to be processed through Purchasing in Business Services.

B. Complete the DPO entirely.

1. Your Department Name

2. Preferred Vendor

3. Date

4. Index and Account

5. Please Order Check Box

(1) If you have completed the order do not check this box.

(i) Make sure the purchase is within your authority prior to purchasing.

(2) If the Purchasing office needs to complete the order check this box.

6. Quantity

7. Description

8. Cost

9. Fund Controller Signatures.

C. Attach all documentation.

1. Quotes

2. [Sole Source/Brand Forms](#)