

Departmental Purchase Orders (DPO) Announcement, May 18, 2009

Effective May 18, 2009, new DPO forms are available in the UNC Purchasing Office and may be used for purchases up to \$1,999.99. Departments may use the old forms up to \$1,000 or you may check out the new DPOs and return the old forms.

What has **not** changed?

- Office furniture must still be purchased from Colorado Correctional Industries unless a waiver has been approved.
- Computer purchases should still be made from Bear Logic as equipment has to be compatible with campus IT standards:
<http://www.unco.edu/bearlogic/PDFs/Standard%20Computer%20Purchasing%20v2.pdf>
 - Bear Logic will continue to tag computers
- Standing orders may still be used for values less than \$2,000 when necessary
- Fully executed contracts for the purchase of goods or services need to be processed on a regular purchase order

What **has** changed?

- Printing may be purchased using DPOs
 - Continue to use UNC University Relations as a resource when your department has printing needs
- In general, purchases less than \$2,000 should be made using either the P-Card or DPO when possible
- Two copies of DPO form: one for Vendor and one for Accounts Payable

Please contact Vicki Klingman at 970-351-2288 or Mary Jantz at 970-351-2287 with questions regarding this announcement.