October 15, 2012

To: PVAMU Vendors

Re: Addition of L-Doc to PVAMU Procurement Methods

This letter is to inform you of a recent addition to Prairie View A&M University’s processes for the purchase of certain small dollar purchases with a price of $5,000 or less. In addition to payment guarantee by Purchase Order, Exempt Document, and Procurement Card, PVAMU will now use the Limited Document (L-Doc) as a new means to transact purchases, when the previously mentioned methods are not feasible.

When department personnel determine the need to purchase equipment or supplies using an L-Doc, a written quote will be requested from your company for the items to be purchased. If your offer is accepted, an L-Doc will then be created in the accounting system to encumber/reserve the funds for payment. After entry and approval of the L-Doc, the requesting personnel will provide a reference number or a screen print of the document (if required). This reference number or document should serve as authorization to supply the requested items to the university personnel. Billing should be submitted to one of the addresses below as indicated by the department or denoted on the screen printed document.

Prairie View A&M University
Accounts Payable
P. O. Box 519, MS 1311
Prairie View, TX 77446-0519

Texas A&M System Office of
Sponsored Research Services
400 Harvey Mitchell Pkwy. S.
Suite 300
College Station, TX 77845

However, the invoice must reference the L-Doc reference number provided. The reference number format is L300XX. An L-Doc screen print will look similar to the one on the following page.

www.pvamu.edu

Ofc of Procurement, Contracts, and Reconciliations
P.O. Box 519, MS 1311
Prairie View, Texas 77446-0519
Phone (936) 261-1902   Fax (936) 261-1958
As in the past, PVAMU is committed to establishing and maintaining excellent business relations with all vendors that supply goods and services to the university. **To ensure prompt and immediate payment for goods and services, in accordance with the above mentioned guidelines, it is essential to obtain an L-Doc or E-Doc reference number, procurement card authorization, or a Purchase Order prior to supplying goods on behalf of Prairie View A&M University.**

The L-Doc and other methods mentioned earlier (PO, E-Doc, Pro-Card) are official authorizations to the vendor of the university’s commitment to pay in accordance with the stated terms for the items listed. **In accepting the L-Doc or other procurement methods from the university, be certain to review them and ensure the descriptions or prices are accurate.** If there are any discrepancies, it is important to notify the department personnel making the request or the Procurement Office at 936-261-1902, prior to filling the order.

For additional information regarding this or other procurement matters, you may contact me by e-mail, wkpeavy@pvamu.edu or by phone at (936) 261-1933.

Sincerely,

W. Kay Peavy, Director
Procurement, Contracts, and Reconciliations

Xc: Mr. Jim Nelms
    Ms. Donna Bean
    Ms. Juliette Spivey