



Purchase Order Close/Cancellation

This form should be used any time it has been determined that no additional activity with respect to a Purchase Order will occur, even if a portion of the order has been received.

Date _____

Department _____

Office Phone _____

Purchase Order

Vendor Name

Reason for Closing/Cancelling:

- All items have been received, close remaining balance
- Remaining items have been cancelled
- All items have been cancelled
- P-Card transaction
- Other:

Balance to be Closed

 Financial Manager Date
 Printed Name