

MEMORANDUM

**SOUTHEAST MISSOURI STATE UNIVERSITY
ACCOUNTS PAYABLE**

TO: Financial Managers
FROM: Yvonne Lee, Accounts Payable Manager
SUBJECT: Purchase Order Cancellation/Closing

In an effort to simplify cancellation or closing of purchase orders, the attached form has been developed. 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. All you need to do is complete the necessary information on the form and mail it to Accounts Payable at MS 3250.

REQUEST FOR PURCHASE ORDER CANCELLATION/CLOSING

Use this form to initiate cancellation or closing of any purchase order for which no additional activity is expected.

Submit this form to: Accounts Payable, MS 3250

Purchase Order Number _____

Vendor Name _____

If closing, balance to be closed _____

If canceling, reason for cancellation _____

Financial Manager _____ Date _____