

Close Request for Purchase Order or Blanket Purchase Order

This form is to be used to request the closing of a purchase order or blanket purchase order. It is important that all final payments for the current fiscal year are processed before a purchase order is closed. **Do not submit this form until your department is ready for the purchase order to close.** This form must be signed by the fiscal agent.

Call 438-1946 if you have questions on the cancellation process. Call your fund accountant in the Business Office with questions on your account balances.

ONE PURCHASE ORDER CLOSE REQUEST PER FORM.

Mail to 1220 Purchasing or fax to 438-5555.

Close Request

Blanket/Purchase Order number _____ Requisition number _____

Vendor Name: _____

Reason for Cancellation: 0\$ Balance End of Need Other _____

Has the final payment for the current fiscal year been made? Yes No

Contact person: _____ Phone number: _____

Signature of Fiscal Agent

Date