

# PURCHASE ORDER Encumbrance Close Form

**Please Note: All invoicing must be completed on the purchase order. If funds need to be increased or decreased, please use the PURCHASE ORDER CHANGE REQUEST form.**

PURCHASE ORDER #	INDEX + ACCOUNT	ENCUMBRANCE BALANCE	VENDOR NAME OR ID #

Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Date: \_\_\_\_\_ Rm#: \_\_\_\_\_ Ext: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please email to [Procurement@neu.edu](mailto:Procurement@neu.edu). Questions call x2135