REQUISITION/PURCHASE ORDER CANCELLATION & CLOSE ENCUMBRANCE

Cancellation of a Req/PO is when there is no activity on the document.
Close Encumbrance is when there is activity on the document (i.e. Invoicing)

Note: If funds need to be increased or decreased, please use the **PURCHASE ORDER CHANGE REQUEST** form.

Document #	Index & Account	Vendor Name	Cancel Check Here √	Close Encumbrance Check Here √	$ Balance on Document

Name: _____ Dept:_____

Date: _____ Rm#: _____ Ext: _____

Authorized Signature: _____

Print Name Here: _____

PLEASE FAX TO PURCHASING AT X8572 QUESTIONS? CALL X2135