

Request to Close or Cancel Budget Encumbrance



Use this form to request cancellation or closure of one or more purchase orders and requisitions. Please complete, sign and submit to the Office of Procurement and Travel.

Please be mindful of the following –

1. A request to close a Purchase Order implies that all merchandise has been received; invoiced and final payment has been issued to the vendor.
2. A request to cancel a Purchase Order implies that the vendor has not and will not fulfilled the order, provide services, or issue an invoice to the University.
3. A request to have a requisition closed are processed for fully approved requisitions. All other requisitions are canceled by denying approval through the PAWS by the department.

Fund Code	Click or tap here to enter text.	Organization Code	Click or tap here to enter text.
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	Purchase Order/Requisition Number	Vendor Name	Close	Cancel
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

_____ Budget Manager Signature

_____ Date

_____ Purchase Office Staff

_____ Date