

Close Purchase Order Request Form

Document Information: *Select document type and enter document number being reference for closing*

☐ Encumbrance E _____ ☐ Purchase Order (PO) P _____

Vendor Information: *Identify the Vendor name*

Explanation: *Must identify the reason for the request*

Submit: *Submit via email by saving document to your desk top. Then go to File, Send To,
Mail Recipient (as Attachment)*

Purchasing Office for POs and Francis Brush for encumbrances