

PO Close & PO Decrease Form

Buyer Name who issued PO(s): _____

Please use one (1) form per buyer. Only list POs issued by the buyer named above.

OPTION 1: PO CLOSE REQUEST

This section of the form is used to close the **entire** Purchase Order. In order to close the PO, the requesting department must confirm that the final invoice has been paid. Once the PO is closed, no more payments can be made against that PO. If applicable, please review the contract associated with the PO and make sure that the contract has expired or has been terminated before submitting this form. This form can only be used as a last step in the process.

Please enter your PO Close requests here:

	PO Number	Vendor Name	Final Invoice Paid	Reason
1			<input type="checkbox"/>	
2			<input type="checkbox"/>	
3			<input type="checkbox"/>	
4			<input type="checkbox"/>	

OPTION 2: PO LINE DECREASE REQUEST

This section is used to decrease the dollar amount of individual lines.

Example:

	PO Number	Vendor Name	PO Line	Current Line Amount	Decrease Amount	Revised Line Amount
1	2201902345	Dell	Line 5	\$5,000	\$2,000	\$3,000

It can also be used to fully close an individual line of a PO. In order to close an individual line, the current line amount is decreased by the remaining balance. Once a line has been closed, no more payments can be made against that line.

Please enter your PO Line Decrease requests here:

	PO Number	Vendor Name	PO Line	Current Line Amount	Decrease Amount	Revised Line Amount
1			SELECT			
2			SELECT			
3			SELECT			
4			SELECT			

Signature of Requester
Name: _____
Title: _____
Dept.: _____

Date

Signature of Approver
Name: _____
Title: _____
Dept.: _____

Date

Buyer Signature

Date