

**1. Enter Supplier:**

Supplier Information		?
<b>Enter Supplier</b> <b>For punch-out suppliers you will need to use the non-catalog vendor.</b>	<input type="text"/>	or <a href="#">Supplier Search</a>

**2. Enter Complete Purchase Order Number:**

**Purchase Order Number (Full Number Starting with P)**

**3. Provide written justification for closing or cancelling purchase order.**

**Provide Justification for Closing/Cancelling PO**

1000 characters remaining

**4. List each line item number and the paid amount for each line that has an **open encumbrance only**. Please do list credit amounts, account amounts (unless line has split accounting) only line item number and paid amount should be listed.**

**If the line has split accounting, you will need to provide the paid amount for each accounting split as well. For accurate information for paid amounts can be found in Banner as the net invoiced amount on the purchase order is not always correct.**

**5. If cancelled PO is to be sent to the supplier, you must check this box. We do not send closed PO's and we cannot send cancelled PO's to punch-out suppliers. For punch-out orders that are less than 60 days old, a cancellation acknowledgement from the supplier may be required as the order/item must be cancelled with the supplier by the department.**

**Send cancelled PO to vendor:**

**We do not close purchase orders that have a \$5.00 or less encumbrance as they are closed when Accounting does a batch close in Banner every month after 90 days of inactivity (invoice paid or change order).**