

PURCHASE ORDER CANCELLATION REQUEST

TO: PURCHASING DEPARTMENT

FROM: Budget + Mgmt

DATE: 09/11/09

PLEASE BE ADVISED THAT I AM REQUESTING THAT THE FOLLOWING PURCHASE ORDER(S) BE LIQUIDATED AS IT (THEY) IS (ARE) NO LONGER OUTSTANDING:

PURCHASE ORDER NUMBER	VENDOR NAME	AMOUNT OF ORIGINAL P.O.	LESS PREVIOUS INVOICE(S) SUBMITTED FOR PAYMENT	AMOUNT OUTSTANDING	OUTSTANDING AMOUNT TO BE LIQUIDATED
546468	Dannenberg Engineering	409,833.00	367,873.00	41,960	41,960
580854	Tandus us, Inc	40,426.31	40,092.61	333.69	333.69
578452	Dealers Electrical Supply	3978.12	3420.62	557.50	557.50
543705	Alcorer Gracia Assoc	30,775.00	20,878.10	9897.00	9897.00
597641	Star Telecommunications	2220.00	-	2220.00	2220.00
550562	Inco Distributing	1500.00	442.20	386.66	386.66
550780	Sherwin-Williams	850.00	751.24	15.01	15.01

REASON (BRIEFLY EXPLAIN): P.O's no longer needed.

AUTHORIZATION: _____
DEPARTMENT HEAD

DATE

APPROVED BY: _____
PURCHASING DEPARTMENT

DATE

APPROVED BY: _____
HIDALGO COUNTY AUDITOR

DATE

REF: _____

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551146	Rio Grande Plumbing	862.99	536.50	326.49	326.49
590107	Frontera Matnab	67,500.-	Ø	67,500.00	67,500.-
584886	W.W. Grainger	1012.20	Ø	1012.20	1012.20

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