

# PURCHASE ORDER CANCELLATION REQUEST

TO: COUNTY AUDITOR

DEPARTMENT: HIDALGO COUNTY PCT. #4

DATE: January 29, 2010

**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 INVOICE(S) PREVIOUSLY OR "CURRENTLY" BEING SUBMITTED FOR PAYMENT	AMOUNT OUTSTANDING	OUTSTANDING AMOUNT TO BE LIQUIDATED
628733	South Texas Land Investigations	\$8,100.00	\$0.00	\$8,100.00	\$8,100.00
Account to be Credited 9-1339-431-00-124-072-0-711					\$8,100.00

**REASON : (BRIEFLY EXPLAIN):** P.O. needs to be liquidated because it was no longer needed.

AUTHORIZATION: \_\_\_\_\_

  
DEPARTMENT HEAD

January 29, 2010

DATE

APPROVED BY: \_\_\_\_\_

PURCHASING DEPARTMENT

DATE

APPROVED BY: \_\_\_\_\_

HIDALGO COUNTY AUDITOR

DATE

REF: \_\_\_\_\_