PURCHASE ORDER CANCELLATION REQUEST

TO: **PURCHASING DEPARTMENT**
FROM: **HIDALGO COUNTY PRECINCT NO. 2**
DATE: **May 12, 2010**

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

P. O. #	VENDOR NAME	AMOUNT OF ORIGINAL P. O.	LESS PREVIOUS INVOICES(S) SUBMITTED FOR PAYMENT	AMOUNT OUT-STANDING	OUT-STANDING AMOUNT TO BE LIQUIDATED
626790	UNIVERSAL TRUCKERS INC.	15, 725.00	5,930.23	9,794.77	**$9,794.77**

REASON (BRIEFLY EXPLAIN): Purchase order is no longer needed.

AUTHORIZATION: _____ May 12, 2010
DEPARTMENT HEAD — DATE

APPROVED BY: _____
PURCHASING DEPARTMENT — DATE

APPROVED BY: _____
HIDALGO COUNTY AUDITOR — DATE

REF: _____

COUNTY AUDITOR'S FORM: SFA-CA-022
REVISED: 10/22/01