

PURCHASE ORDER CANCELLATION REQUEST

DATE: June 13, 2012

TO: PURCHASING DEPARTMENT

FROM: PRECINCT NO.1 CAP

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

PURCHASE ORDER NO.	NIGP#	VENDOR NAME	AMOUNT OF ORIGINAL P.O.	LESS PREVIOUS INVOICE(S) SUBMITTED FOR PAYMENT	AMOUNT OUT-STANDING	OUT-STANDING AMOUNT TO BE LIQUIDATED
670081	75077	UPPER VALLEY MATERIALS	\$5,292.00	\$1,460.00	\$3,832.00	\$3,832.00
669494	75077	UPPER VALLEY MATERIALS	\$2,131.50	\$2,085.39	\$46.11	\$46.11

REASON (BRIEFLY EXPLAIN):

PROJECT TESTING IS COMPLETED.

APPROVED BY:



 DEPARTMENT HEAD

06/14/2012

 DATE

APPROVED BY:

 PURCHASING DEPARTMENT

 DATE

APPROVED BY:

 COUNTY AUDITOR

 DATE

REF: _____