

PURCHASE ORDER CANCELLATION REQUEST

Cntrl #RMC6

TO: PURCHASING DEPARTMENT
 FROM: PAMELA HERNANDEZ
 DATE: 7/24/2013

PLEASE BE ADVISED THAT I AM REQUESTING THAT THE FOLLOWING PURCHASE ORDER(S) BE LIQUIDATED AS IF (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
686181	UNIVERSAL TRUCKERS	\$22,440.00	\$0.00	\$22,440.00	\$17,500.00
	NIGP CODE (962-39)				
					\$17,500.00

REASON (BRIEFLY EXPLAIN): PARTIAL LIQUIDATION BASED ON ESTIMATED EXPENDITURES

AUTHORIZATION: *Pamela Hernandez*
 DEPARTMENT HEAD

7/24/2013
DATE

APPROVED BY: _____
PURCHASING DEPARTMENT

DATE

APPROVED BY: _____
HIDALGO COUNTY AUDITOR

DATE

REF: _____