

# **PURCHASE ORDER CANCELLATION REQUEST**

**Cntrl #RC24**

TO: **PURCHASING DEPARTMENT**  
 FROM: **MARCIE JACKSON**  
 DATE: **7/17/2013**

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
692219	ALARM SECURITY GROUP, LLC	\$167.50	\$0.00	\$167.50	\$167.50
	NIGP# 99039				
					\$167.50

REASON (BRIEFLY EXPLAIN): PROCUREMENT PROCEDURES WERE NOT DONE CORRECTLY, NO CONTRACT.  
INVOICES WILL BE SUBMITTED THRU CLAIMS FOR APPROVAL

AUTHORIZATION: *Katia Garcia*  
 DEPARTMENT HEAD

7/17/2013  
 DATE

APPROVED BY: \_\_\_\_\_  
 PURCHASING DEPARTMENT

\_\_\_\_\_  
 DATE

APPROVED BY: \_\_\_\_\_  
 HIDALGO COUNTY AUDITOR

\_\_\_\_\_  
 DATE

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