

# **PURCHASE ORDER CANCELLATION REQUEST**

TO: PURCHASING DEPARTMENT  
 FROM: Katia Garcia  
 DATE: 11/8/2013

CNTRL # CC6

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.	NIGP CODE	LESS PREVIOUS INVOICES SUBMITTED FOR PAYMENT	AMOUNT OUTSTANDING	OUTSTANDING AMOUNT TO BE LIQUIDATED
695933	TEDSI	\$87,700.00	92517	\$0.00	\$87,700.00	\$23,679.00

REASON (BRIEFLY EXPLAIN): Need partial liquidation to reclassify funds to obj. code 841 for the portion of the project that falls within the city limits of Mercedes (27% of \$87,700 = \$23,679)

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AUTHORIZATION: *Katia Garcia*  
 DEPARTMENT HEAD

11/8/2013  
 DATE

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

\_\_\_\_\_  
 DATE

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

\_\_\_\_\_  
 DATE

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