

PURCHASE ORDER CANCELLATION REQUEST

TO: PURCHASING /AUDITOR'S

DEPARTMENT: PRECINCT NO.1

CNTRL # CC7

DATE: 11/21/2013

PLEASE BE ADVISED THAT I AM RQUESTING 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 INFRASTRUCTUER	\$87,700.00	92517	\$0.00	\$64,021.00	\$41,203.11

REASON (BRIEFLY EXPLAIN): Used wrong account, need to modify p.o. with TxDot account #.

AUTHORIZATION: *Katia Garcia* 11/21/13
DEPARTMENT HEAD DATE

APPROVED BY: _____ PURCHASING DEPARTMENT _____ DATE

APPROVED BY: _____ HIDALGO COUNTY AUDITOR _____ DATE

REF: _____