

PURCHASE ORDER CANCELLATION REQUEST

TO: PURCHASING DEPARTMENT
 FROM: Fire Marshal's Office
 DATE: 12-19-13

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
693827	Copsync, Inc.	\$4,372.00	—	—	\$4,372.00
	NIGP 20857				

REASON (BRIEFLY EXPLAIN): Reclassification of obj. code 747 to 667. As per Budget dept, monies in these PO must be released in order to have the monies available for new obj. code.

AUTHORIZATION: 
 DEPARTMENT HEAD

12/19/13
 DATE

LNU
 12/20/13

APPROVED BY: Martha X Salazar
 PURCHASING DEPARTMENT

12-20-13
 DATE

APPROVED BY: _____
 HIDALGO COUNTY AUDITOR

 DATE

REF: _____