

# **PURCHASE ORDER CANCELLATION REQUEST**

TO: MATILDE FAZ  
 DEPARTMENT: PURCHASING DEPARTMENT  
 FROM: KATIA GARCIA  
 DATE: 9/4/2014

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
702793	FRONTERA	\$65,317.98	74514	\$61,245.68	\$4,072.30	\$4,072.30
709974	FRONTERA	\$31,958.50	74514	\$8,590.76	\$23,367.74	\$5,728.94

REASON (BRIEFLY EXPLAIN): PO'S ARE NO LONGER NEEDED.  
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AUTHORIZATION: *Katia Garcia*  
 DEPARTMENT HEAD

9/4/14  
 DATE

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

\_\_\_\_\_  
 DATE

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

\_\_\_\_\_  
 DATE

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