

PURCHASE ORDER CANCELLATION REQUEST

TO: COUNTY AUDITOR
 FROM: ELECTIONS DEPARTMENT
 DATE: JANUARY 14, 2015

PLEASE BE ADVISED THAT I AM REQUESTING THAT THE FOLLOWING PURCHASE ORDER(S) BE LIQUIDATED AS IF (THEY) IS (ARE) NO LONGER OUTSTANDING:

PO#	VENDOR NAME	AMOUNT OF ORIGINAL P.O.	NIGP CODE	LESS PREVIOUS INVOICE(S) SUBMITTED FOR PAYMENT	AMOUNT OUTSTANDING	OUTSTANDING AMOUNT TO BE LIQUIDATED
715504	MSC Industrial	\$694.56	56054	\$0.00	\$694.56	\$694.56
715403	Staples	\$1,420.86	20723	\$693.16	\$727.70	\$727.70
715403	Staples	\$1,420.86	56063	\$693.16	\$727.70	\$727.70

610
610
610

REASON (BRIEFLY EXPLAIN):

End of the year (2014) cancellation

AUTHORIZATION: _____

Amanda Talley
 DEPARTMENT HEAD

01/14/15
 DATE

APPROVED BY: _____

PURCHASING DEPARTMENT

DATE

APPROVED BY: _____

HIDALGO COUNTY AUDITOR

DATE

REF: _____