

PURCHASE ORDER CANCELLATION REQUEST

TO: COUNTY AUDITOR

DEPARTMENT: ADULT PROBATION


DATE: October 15, 2015

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

P. O. #	VENDOR NAME	AMOUNT OF ORIGINAL P.O.	NIGP CODE	LESS PREVIOUS INVOICE(S) SUBMITTED FOR PAYMENT	AMOUNT OUTSTANDING	OUTSTANDING AMOUNT TO BE LIQUIDATED
718830	OIL CAN HARRYS	\$938.40	92847	\$469.20	\$469.20	\$150.00
718938	U.S. BANK	\$10,000.00	40515	\$5,069.54	\$4,930.46	\$1,500.00
718386	SYSCO	\$134.80	48588	\$0.00	\$134.80	\$134.80
733040	SYSCO	\$864.45	97130	\$0.00	\$864.45	\$864.45

MO
10/15/15

REASON: (BRIEFLY EXPLAIN): LIQUIDATE PO BALANCE.

AUTHORIZATION: 
DEPARTMENT HEAD

10-15-15
DATE

APPROVED BY: 
PURCHASING DEPARTMENT

10-15-15
DATE

APPROVED BY: _____
HIDALGO COUNTY AUDITOR

DATE

REF: _____