PURCHASE ORDER CANCELLATION REQUEST

TO: Martha Salazar, CPPB Hidalgo County Purchasing Agent

FROM: Juan P. Sifuentes, Hidalgo County HIDTA Task Force

DATE: June 19, 2017

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

PURCHASE ORDER NUMBER	NIGP CODE	VENDOR NAME	AMOUNT OF ORIGINAL P.O.	LESS PREVIOUS INVOICE (S) SUBMITTED FOR PAYMENT	AMOUNT OUTSTANDING	OUTSTANDING AMOUNT TO BE LIQUIDATED
757558	92893	CARWASH CARWASH	25.00	13.56	11.44	11.44
756682	40539	IVAN'S AUTOMOTIVE	50.15	41.85	8.30	8.30
757819	20432	STAPLES BUSINESS ADVANTAGE	997.40	943.45	53.95	53.95
			1,072.55	998.86	73.69	73.69

REASON (BRIEFLY EXPLAIN): The balance on the above purchase order is not required and should be liquidated

AUTHORIZATION: Juan Sifuentes — DEPARTMENT HEAD — 6/19/17 DATE

APPROVED BY: PURCHASING DEPARTMENT — DATE

APPROVED BY: HIDALGO COUNTY AUDTIOR — DATE