

PURCHASE ORDER CANCELLATION REQUEST

TO: COUNTY AUDITOR

DEPARTMENT: Executive Office Nuisance Abatement Division

DATE: 11/6/18

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 INVOICES SUBMITTED FOR PAYMENT	AMOUNT OUTSTANDING	OUTSTANDING AMOUNT TO BE LIQUIDATED
772602	MOUNTAIN GLACIER, LLC	\$324.00 (plus \$130 in po increases = \$454.00)	39091	\$429.60	\$24.40	\$24.40

REASON: (BRIEFLY EXPLAIN): Purchase order not needed -new po issued when contract expired in Aug.

AUTHORIZATION: J. Chris Trevino

DEPARTMENT HEAD

11-6-18

 DATE

APPROVED BY: _____
PURCHASING DEPARTMENT

DATE

APPROVED BY: _____
HIDALGO COUNTY AUDITOR

DATE

REF: _____