













# PURCHASE ORDER CANCELLATION

For processing, please e-mail this form to [modifications@co.hidalgo.tx.us](mailto:modifications@co.hidalgo.tx.us)  
Purchasing Phone: (956) 318-2626 • All forms will be reviewed in the order received.

Department: Health Department  
Contact Name: Josie Garces  
Ext.: 7209

Vendor No.: 456055  
Vendor Name: Leal, David

Purchase Order No.: 813447  
Cancellation Year/Period: 20

Cancel Purchase Order for the following items:

Catalog Code (CC, CO, OM, EX, etc.)	Alio Line Item #	Item Description	NIGP Code	Open Balance	Amount to be Liquidated	Full Account Number
EX	1	Per Diem	96347	168.00	168.00	0-1293-441-00-340-013-0-583

Total Amount of Liquidation: 168.00

Reason for cancellation:  
funds no longer needed

Authorized by:   
(Department Head)

Date: 3/31/2020

Reviewed by: \_\_\_\_\_  
(Purchasing Dept. Admin)

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Purchasing Director)

Date: \_\_\_\_\_

Processed by: \_\_\_\_\_  
(Procurement Specialist)

Date: \_\_\_\_\_

