



Cape Girardeau Public Schools Purchase Order Cancellation/Close Request



This form is to be used to initiate cancellation or closing of any purchase order for which no additional activity is expected. Form should be completed and submitted to Accounts Payable.

Purchase Order Number: _____ PO Amount: _____

Vendor Name: _____

- Purchase not made
- Duplicate purchase order Duplicate PO#: _____
- Other - please provide reason:

Requester: _____ Date: _____

Budget Administrator: _____ Date: _____