North Carolina Central University Purchasing Department 305 Hoey Administration Building

Phone: (919) 530-6329 Fax: (919) 530-6185

REQUEST TO CANCEL PURCHASE ORDER

Directions: Use this form to cancel entire or remaining balance of a purchase order. Complete all contact information, check appropriate transaction and PO information.

Department Name:			Request Date:		
Contact Name:			Contact Phone:		
Contact Email:					
Contact Email:			Contact Fax:		
Cancel Entire Purchase Order (NO Pending Invoices)Cancel Remaining Balance					
Purchase Order Number	Vendor Name	Fund Code	Account Code	Cancel Amount	Reason to Cancel
Example: P079001	Servitex	281354	75500	\$1000.00	Cancel Balance
10/2001	berviten	201001	70000	φιοσιο	ouncer Burunee
Authorized Signature/Title					

Revised 10/08 Purchasing Form