

## INSTRUCTIONS FOR CANCELLING PURCHASE ORDERS

1. Write the Vendor a letter notifying them of cancellation request. Reference the Purchase Order Number and Requisition Number and the Dollar Amount.
2. Send a copy of the letter to the Director of Accounting in the Finance Department. Attach a copy of the Purchase Order to the letter.
3. Finance will cancel the Purchase Order and the Requisition and maintain the files.

**Special Notes:** If a Goods Receipt has been done for items returned, please call Accounts Payable so that the Goods Receipt can be reversed. If the above guidelines have been followed, the Purchase Order may then be cancelled.

For any Invoices Received for items returned, a Credit Memo will need to be received from the company or some type of acknowledgement stating the invoice is not outstanding, to clear the invoice.