

Close Purchase Order Request Form

Use this form to request cancellation or closure of one or more existing purchase orders. Please note that a purchase order cancellation or closure cannot be rescinded.

If cancelling or closing a purchase order for a subaward on a grant, email this completed form to your Pre-Award Contract Administrator in OSP and cc: Subawards@brown.edu.

If cancelling or closing a purchase order that is not for a subaward on a grant, complete this form and email to purchasing@brown.edu.

Requester Information

Initiator Name: _____

Department: _____

Box # _____

Date _____

Select transaction requested:

___ Cancel purchase order. Select cancel if no receipts or invoices have been processed on this PO.

___ Close purchase order. Select close if the purchase order is complete and all invoices have been processed and paid.

To request cancellation of a purchase order or the closure of a single purchase order, complete the information below:

Purchase order number: _____

Supplier Name: _____

Reason for cancellation/close: _____

Complete page 2 of this form when requesting closure for multiple purchase orders.

Use this page to close multiple purchase orders.

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