

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 Please note that a purchase order cancellation or closure cannot be rescinded.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.

