

Purchase Order Closeout Request Form

Step 1 – Purchase Order Number

PO Number

Vendor Name

(If more than one, then attach list of PO numbers)

Blanket PO

☐

STOP!

Before submitting this request, make sure associated invoices are not in *payable status*. If there are invoices in payable status, you must contact Accounts Payable to pay or cancel before the PO can be closed. Once a PO is closed, it cannot be re-opened.

Step 2 – Reason for Closure

Reason

Choose an item.

Other Reason

Step 3 – Documentation Required

Proceed to “page 2” and complete the required "**Purchase Order Closeout Questionnaire**" prior to submitting this form.

Step 4 – Email to Purchasing

Submit by emailing this form along with any required attachments to purchasing@utdallas.edu. Notification of PO closeout will be added as a comment to the closed PO. **Please DO NOT send duplicate requests.** POs will be closed in the order received.

Note! PO Closeout Process

This PO closeout request will process and permanently relieve any encumbrance against a PO.

PO Closeout is FINAL - there is no reversal.

Purchase Order Closeout Questionnaire

Authorized Requester		Email	
Department		PO No.	
To be completed by Requester		Comments (if applicable)	
Delivery of all Goods and/or Services completed.	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
All invoices and/or final payments to Supplier have been paid.	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
All remaining encumbrances can be released.	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
If applicable, proceed to the "Additional Closeout Inquiries" below. If not, check N/A and return to Page 1 to complete Step 4.	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
Additional Closeout Inquiries			
Statement of Cancellation or Non-fulfillment received. <i>(if applicable, please attach document)</i>	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
Statement of Release of Liens received.	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
Keys received	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
Warranties as specified in contract received.	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
Certificates of Insurance with evidence of required continuing insurance coverage received.	Y <input type="checkbox"/> N/A <input type="checkbox"/>		
<p align="center">By submitting this form, you authorize the Purchasing Department to close this Purchase Order.</p>			