



## Purchase Order: Drop Commitments/ Remove Encumbrances

### BEFORE YOU BEGIN

You need to have identifying information for the order (the Shopping Cart number/PO number, and vendor number/name).

## Closing Purchase Orders and Removing Encumbrances

Use this process to close a Purchase Order (PO) and free up funds to be used elsewhere. For example, you may have an open PO and the vendor has been paid, but there are funds remaining in the PO.

### Ensure that the items have been received!

- Ensure that you have the items in hand and the vendor is paid before asking for the funds to be removed
- **Procurement** cannot close a PO or remove the encumbrances if the vendor is expecting to be paid

### If the Purchase Order is old and never expected to be used:

- Remind the vendor that the PO is old and inform them that it will be closed
- Once a PO is closed, the vendor will no longer be paid
- Note the name of the person at the vendor that you contact

### Email the following information to **your dedicated buyer**:

- Purchase Order / Shopping Cart Number
- Vendor Name and Number
- Information that NO further confirmations or invoices are expected
- The reason why the encumbrance needs to be removed
- The vendor representative who you contacted to verify purchase order status

