



Request to Close Purchase Order Form

University of
Massachusetts
Controller's Office

TEL# 774-455-7542
FAX# 774-455-7550

Requestor: _____
Contact Department: _____
Contact Telephone: _____
Comments: _____

Requestor Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____

Purchase Order Information

Vendor Name: _____
Vendor ID: _____
Purchase Order Balance: \$ _____

Has the contract reached the termination date?
 YES NO

Contract Termination Date: _____

Have all goods or services been delivered?
 YES NO

Has the vendor been informed the purchase
order is now closed?
 YES NO

Purchase Order Number: _____

Has there ever been activity on the purchase order?
 YES NO

If YES, is activity from current fiscal year?
 YES NO

If YES, most recent voucher number: _____

If there has not been voucher activity, please forward
this document to Procurement.

Forward to Procurement?
 YES NO

If there is activity, but not during this current
fiscal year, a "zero voucher" is required.

Zero Voucher Required?
 YES NO

Guidelines

1. All requests to close a purchase order require the signature of an authorized signatory from the department submitting this request in addition to the requestor's signature.
2. If the contract has reached the termination date, and the purchase order balance is less than \$25,000, notification of changes to the vendor is not required.
3. If the contract has reached the termination date, and the purchase order balance exceeds \$25,000, notification of changes to the vendor is required.
4. If the contract has not reached the termination date, and the purchase order balance is less than \$25,000, notification of changes to vendor is required.
5. If the contract has not reached the termination date, and the purchase order balance exceeds \$25,000, please contact the Procurement Department. The terms of the contract may need to be re-negotiated with the vendor.
6. All requests to close a purchase order will be processed through Accounts Payable unless there has been no activity on the purchase order. If there has been no activity on the purchase order, please forward this document to the Procurement Department.

FINAL VOUCHER NUMBER: _____