

NORFOLK STATE UNIVERSITY
DEPARTMENT OF PROCUREMENT SERVICES
REQUEST FOR CANCELLATION/CHANGE OF PO/PR FORM

Date of Request:	Requestor:
Department:	Budget Code:
Purchase Order Number/PO:	Printed Supervisor's Name:
Purchase Request Number/PR	Supervisor's Signature:

REASON FOR CANCELLATION:

	Services or Goods were not received or render, no payment made disencumber funds.
	Services were rendered and paid, but funds still appear
	Goods were received and paid, but funds still appear on GL 19 report.
	Purchase Order has been fully paid, but funds still appear o GL 19 report.
	Services(s) or Goods(s) is valid and required(s) RE-OPENING for payment.
	OTHER:

COMMENTS:

Note: Please complete and submit this form to the Department of Procurement Services Suite 260 HBWH for all cancellations, changes or disencumbrance of a university purchase order or purchase requisition. Form can also be faxed to (757) 823-8975.

For Procurement Services Use ONLY

Change Request Completed By: _____

Date Change Request Completed: _____