

Canceling/Closing a Limited Value or Internal Vendor Purchase Order

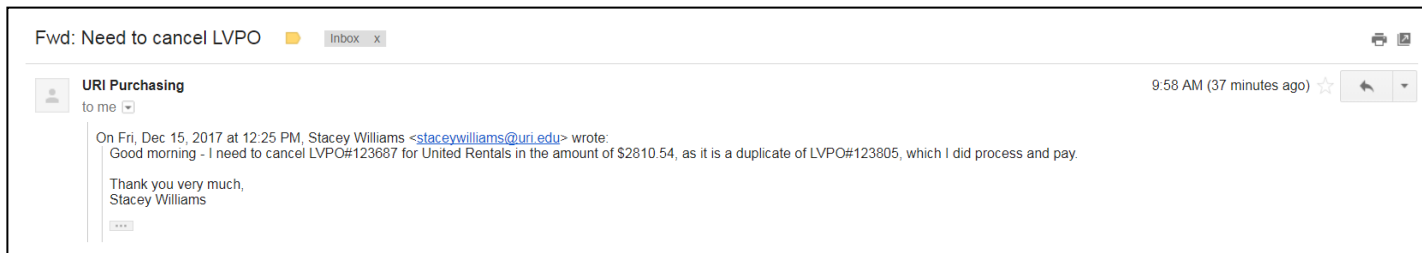
The request to cancel a Limited Value Purchase Order (LVPO) or Internal Vendor Purchase Order (IVPO) will be in the form of an E-mail to URIPurchasing@uri.edu.

The URIPurchasing@uri.edu E-mails are monitored by Kerri; she will receive the PO Request to Cancel and she will process the cancellation.

The E-mail Request must contain:

- the PO Number;
- the Vendor Name; and
- a brief explanation of *why* the Department is canceling the PO.

Example of an E-mail request for cancellation:



When the PO is canceled, you will receive an email from Kerri:

