

FINANCE – CANCELLATION OF A PURCHASE ORDER – ADMINISTRATIVE  
PROCEDURE

1. Cancellation request originating in a school or department.
  - A. Schools and departments are requested not to contact a supplier directly. All requests of this nature are to be processed through the Purchasing Department only, in writing.
  - B. All requests for cancellation must be made by turning in a copy of the blue purchase order copy (with notations of the cancellation) to the Purchasing Department. The Purchasing Department will then notify Central Receiving of the request for cancellation. The receiving copy submitted must be clearly marked “CANCEL” stating the reason for the request, the date and the person requesting cancellation. If a shipment on this order is en route, cancellation is impossible and goods are not returnable.
  
2. Cancellation requests by suppliers.
  - A. Requests for cancellation by the supplier are usually received in the Purchasing Department. The Purchasing Department will contact the school or department and the Accounts Payable Department. If only a few items are to be canceled from a multiple item order, those items will be identified as being canceled.
  - B. Occasionally a firm notifies only the Accounts Payable Department by means of a note on the invoice itself, that certain items are to be canceled. In this case, Accounts Payable will notify the Purchasing Department and the school will be advised as per the procedure noted above.
  - C. If the school should receive a cancellation notice direct from the company, the school should attach it to the blue copy of the purchase order and send it to the Purchasing Department.