A. Only Accounting can cancel Purchase Orders.

B. To cancel a Purchase Order call or email Accounting and let them know the Purchase Order number that needs to be closed/canceled.

C. How Purchase Requests and Purchase Orders affect your budget.
   1. When a Purchase Request is entered in BusinessPlus a hold is placed on the funds needed to for the request thereby reducing the available funds.
   2. A Purchase Request/Purchase Order that is no longer needed but has not been closed or canceled continues to hold the funds needed for the Purchase Request/Purchase Order. This could result in the rejection of future Purchase Requests/Purchase Orders because of a lack of available funds on the account.
   3. Once the Purchase Request/Purchase Order is canceled the hold on the funds is released and they are once again available for use.

D. Purchase Orders can be canceled for a variety of reasons such as:
   1. Items are no longer wanted or needed.
   2. Order is a duplication.
   3. Items are no longer available.