
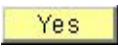


Closing a Purchase Order

1. Find the Purchase Order that needs to be closed.
2. Click on the RED finalize document icon ().



NOTE: Without this step, the monies from the encumbrance will create a pre-encumbrance

3. The following message will appear.
This action will finalize all eligible distributions for this PO. Continue? (10200,335)


Click the  icon.

4. The screen will return to the purchase order.

NOTE: The Budget Status field is now set to "Not Ckd"

5.  the Purchase Order
6. Click the Budget Check icon . Once Budget Check runs successfully the requisition is now closed allowing for reductions of the encumbrance to be released to free balance.

NOTE: The release of the funds to free balance will occur with the process run by Purchasing. (See Step 8)

7.  The Purchase Order
8. Send an email to:

a. Purchasing

- i. If Business Unit = UTHSC, Purchasing requesting the purchase order be closed. Include in your email the Business Unit, Requisition Origin, Purchase Order number.
- ii. If Business Unit = UTINT, departments should gain approval from the Internal Service Department for closure. Without verification, Purchasing will NOT close UTINT purchase orders.

OR

b. Employee Reimbursement Team

- i. If Business Unit = UTTRV, departments should gain approval from the ERT for closure. Purchasing will NOT close UTTRV purchase orders.

Closing a Purchase Order

WHEN:

A purchase order can only be closed after it has been received and/or has vouchers entered against it.

WHY:

A purchase order should be closed only after the vendor is aware (except for POS orders) of the necessity for closure and when:

1. it is no longer viable or,
2. it can not be cancelled.

HOW:

See attached procedure

WHO:

The closing of a purchase order is a joint effort between the issuing department, the processing department, and the vendor. Departmental buyers initiate the process.