# *Closing a Purchase Order*

Purchase Order(s) should be closed when:
1. The PO is a one-time order (ie, not a standing order) and the items on the PO have been received and paid.  Verify payment by:
    a. View Documents in Finance Self-Service or
    b. FWIENCD in banner INB or
    c. Controller's Report Library report 22
2. The items are no longer needed;
3. The items are back-ordered and they are going to be purchased through a different vendor
4. The PO is a standing order (blanket) which has run out of money and it will not be increased
5. The department wants to close the PO for other reasons not listed here

**Note:** Purchase Orders have to be reviewed before requesting to close them.  Verify that all invoices are in the "Paid" status and that there are NO outstanding orders pending for the purchase order.

If one or more POs need to be closed for one of the reasons listed above, there are three (3) options:

**Option 1 –** To close one (1) to ten (10) Purchase Order(s) that the total number of items of the purchase orders combined is 40 items (rows) or less
- Send an email to purchasing@umdnj.edu including the following information:
    o Subject – *Closing Purchase Order*
    o Email Body – List ALL purchase order number(s), vendor name(s), and amounts left on each PO (*PO123654 – Cardinal – 0.00)* (Verify PO information with Encumbrance Query in Finance Self-Service, or FWIENCD in banner INB or Controller's Report Library report 22)

**Option 2 –** To close more than 40 rows of items, regardless of the number of POs:
- This request **must** be submitted in an excel worksheet and emailed to financeop@umdnj.edu copying the Supervisor / Manager and the school/units Business Manager.
    o The data for the spreadsheet may be downloaded from Eprint Report – FYROPIT or Controller's Report Library report 217.
    o Downloaded data must be reviewed and cleaned-up before submitting

**Option 3 –** To close *less* than 40 rows of items, but *greater* than ten (10) POs:
- This request **must** be submitted in an excel worksheet and emailed to Business Office or Grant Analyst for the school/units and copy the Supervisor / Manager and school / units Business Manager (if the POs are grant-related).
    o Review option 2 (above) for instructions on where to get the Excel spreadsheet template, and how to fill it out
    o **Note**: Once the Business or Grants office accumulates 40 or more rows of items, they can then email it to financeop@umdnj.edu for closing.

Template of excel worksheet for option #2 & #3.

| Document number : | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Posting Date: | | | | | | | | | | | | |
| Description: | | | | | | | | | | | | |
| Prepared By: | | | | | | | | | | | | |
| Approved By: | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Doc Seq Num | Index | Fund | Account | Amount | Ind | Rule Code | Encumbrance No | Encum Item No | Enc Seq No | Enc Act Ind | Cmt Type |
| 1 | 110002 | UB0000 | 702126 | 50000.00 | + | E032 | P0523547 | 1 | 1 | Total | U |
| 2 | 111006 | UB0000 | 701116 | 377.00 | + | E032 | P0468346 | 1 | 1 | Total | U |
| 3 | 111006 | UB0000 | 701103 | 24.06 | + | E032 | P0470767 | 1 | 1 | Total | U |
| 4 | 111006 | UB0000 | 701103 | 17.04 | + | E032 | P0485513 | 2 | 1 | Total | U |