Reset Form

MISSISSIPPI VALLEY STATE UNIVERSITY

Purchase Order Maintenance Form

Purchase Order Closeout form: DATE:

MISSISSIPPI VALLEY STATE UNIVERSITY

Requestor's Name:_____Department Name:_____

Requisition # Purchase Order #

Purchase Order funds Restoration to budget: **Section 1**

Reason for Request:	P.O. Amount	Amount Expended	Amount Remaining	Date Requested

Signature required for section 1

Requestor's Signature	**Date**		**Approved** ☐	**Disapproved** ☐
Area VP Signature	**Date**	**Additional Requirement**	**Approved** ☐	**Disapproved** ☐
VP Business and Finance	**Date**	**Additional Requirement**	**Approved** ☐	**Disapproved** ☐

Onetime Process Only, Closeout of Purchase Order Funds **Section 2**

Funds Request Changes

Please indicate requested change(s):

BANNER ORG'S. #_____: 2ND _____: 3RD _____

Change control restriction as follows:

		Amount	Increase	Decrease
Increase/Decrease :	Purchase Order Amount	_____ to _____	☐	☐
Increase/Decrease:	State Funds Amount	_____ to _____	☐	☐
Increase/Decrease:	Federal Funds Amount	_____ to _____	☐	☐
	Grand Total of Increase/Decrease	_____ to _____	☐	☐

Decrease Remaining Balance Only

Brief Reason:

Requestor's Signature: _____ **Area Vice President:**_____

Type of Changes Needed **Section 3**

Change Departmental address to: _____

Change E-Mail address to: _____

Change Reporting Unit from _____ to _____.

Signature:_____

Business Office Only

X_____ X_____

Staff Accountant ***Date*** ***Budget Accountant*** ***Date***

_____ _____

Vice President for Business and Finance ***Date*** ***President Office*** ***Date***

Title III | Date | Purchasing Department | Date

Refer to Approval Schedule

V P of Business and Finance and the University President signature required only if there is an increase in spending **

White: Purchasing Canary: Accountant Pink: Department

Revised 2/18/2025