RESET FORM

MISSISSIPPI VALLEY STATE UNIVERSITY

14000 HWY 82-W #7244
ITTA BENA, MS 38941-1400

REQUEST FOR NOTICE OF CANCELLATION

			Purchase Order #	Requisition #
			P. O. Date	Notice Date
			Department	
Cancellation Date	Cancellation #	Bid #	Vendor Quote #	Fund

Item #	Quantity	Reason	Unit Price	Total Price
		Total		0.00 DM

University Policy: The Purchasing Agent is vested with the sole authority to order material and contractual services. No Department may order directly by letter, telephone, or any other manner. The University will not honor shipment without a duly authorized Purchased Order.

No Partial Fill Purchase Order may be cancelled:
No Orders will be received after the Cancellation date:

Requestor:_____ **Date**_____ **Department:**_____
Ordering Person

Approved by: _____ **Approved by:** _____
Budget Officer Sponsored Program/Title III Director

Cancelled by:_____
Purchasing Director

Revised 2/19/2025