

# Closing and Canceling Purchase Orders


This document is a quick reference guide for procurement users and Agency Admins who need to close and/or cancel Purchase Orders (PO) in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

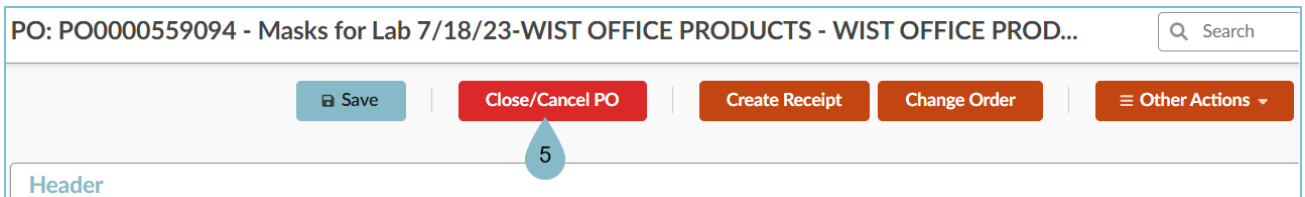
Canceling and/or closing Purchase Orders will stop any additional activity on the order as well as liquidate the remaining funds on the order. Once a PO is canceled and/or closed it cannot be reopened. Users have the option to manually cancel and/or close a PO if desired. A PO can be canceled only if there are no receipts in an Accepted status. If receipts have been made against the order, the PO can only be closed if payment is completed.

Users should only Cancel a PO when the order is either not needed or never received. Closing a PO is used when an order is partially received and paid with funds remaining that need to be liquidated. Please note that users are only able to cancel and close PO's that they have created. Agency Admins are able to cancel and close any PO's.

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## Close/Cancel a Purchase Order

1. Log into APP
2. Navigate to the **Procurement** drop-down menu and select **Browse Orders**.
3. From the **Browse Orders** page, search for the PO you would like to Close/Cancel.
4. Open the PO by clicking the **Pencil**  icon.
5. Click the **Close/Cancel PO** button.



6. Click **Ok**.
7. The PO's status will update, and any remaining encumbrances will be released.

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## Resources

Click the link below for more information on the requisition creation processes in APP:

<https://spointra.az.gov/arizona-procurement-portal/app-support/quick-reference-guides-176-upgrade/procure-pay-grgs-176>