

Reqs/POs – Closing and Canceling a PO

This document is a quick reference guide for 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. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

Canceling and/or closing a Purchase Order (PO) 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 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. SPO Agency Admins are able to cancel and close any PO's.

Close/Cancel a PO

1. Log into APP.
2. From any page in APP, navigate to the **Procurement** drop-down menu and select **Browse Orders**.
3. Search for the PO you wish to cancel and click the **Pencil** icon to open the purchase order.

	PO Number	Vendor	Description	Amount	Balance	Status	Actions
	PO0000417698	GOODYEAR TIRE & RUBBER CO	Copy Paper for Training	375.0000	375.0000	Ordered	Acknowledged: Close/Cancel PO
	PO0000417697	WIST OFFICE PRODUCTS	Office Supplies 4/29/2022	49.3800		Ordered	Acknowledged: Close/Cancel PO
	PO0000417696	GOODYEAR TIRE & RUBBER CO	Trash Bags 4-29-2022	1,125.0000	750.0000	Ordered	Acknowledged: Close/Cancel PO
	PO0000417695	GOODYEAR TIRE & RUBBER CO	Training Software WEB	750.0000		Ordered	Acknowledged: Close/Cancel PO

4. Select the **Close/Cancel PO** button.

PO: PO0000417697 - Office Supplies 4/29/2022-WIST OFFICE PRODUCTS - WIST OFFICE ...

5. Click **OK**.
6. The PO status updates to Canceled, and the associated encumbrances are released.