MONTGOMERY COLLEGE

OFFICE OF BUSINESS SERVICES
Procurement Office

CLOSE ENCUMBRANCES (PURCHASE ORDERS) REQUEST FORM

Requestor (Print Name): _____ **Date: _____**

Vendor Name		PO Number		Account Number (Fund) (Cost Center) (Spend Category) (Prog)		PO Balance		Reason		PO Line No.

Email to: procure@montgomerycollege.edu or
Fax to: (240) 567-6397

Cost Center Manager Signature

_____
Print Name: _____
Date: _____ Dept.: _____

Revised 12/20/2021