



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	Comment	Close all PO Lines/or PO Line No.

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

Cost Center Manager Signature

Print Name: _____

Date: _____ Dept.: _____