MONTGOMERY COLLEGE

OFFICE OF BUSINESS SERVICES

Procurement Office

CLOSE ENCUMBRANCES (PURCHASE ORDERS) REQUEST FORM

Requestor Name: Date:

Vendor Name	PO Number	PO Balance	Comment	Close All PO Lines / PO Line No.

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

Cost Center Manager Signature:

Print Name: Dept.:

Date:

Revised 3/17/26