

Mississippi Valley State University

Purchase Order Maintenance Form

Purchase Order Closeout form:

DATE: _____

MISSISSIPPI VALLEY STATE UNIVERSITY

Requestor's Name: _____ Department Name: _____

Purchase Order funds Restoration to budget:

Section 1

Reason for Request:	P.O. Amount	Amount Expended	Amount Remaining	Date Requested

Signature required for section 1

Requestor's Signature	Date		Approved	Disapproved
Area VP Signature	Date	Additional Requirement	Approved	Disapproved
VP Business and Finance	Date	Additional Requirement	Approved	Disapproved

Onetime Process Only, Closeout of Purchase Order Funds

Section 2

Funds Request Changes

Please indicate requested change(s):

BANNER ORG'S. # _____ : 2ND _____ : 3RD _____

Change control restriction as follows:

	<u>Amount</u>	<u>Increase</u>	<u>Decrease</u>
Increase/Decrease : Purchase Order Amount	_____ to _____		
Increase/Decrease: State Funds Amount	_____ to _____		
Increase/Decrease: Federal Funds Amount	_____ to _____		
Grand Total of Increase/Decrease	_____ to _____		

Decrease Remaining Balance Only

Brief Reason:

Requestor's Signature: _____

Area Vice President: _____

Type of Changes Needed

Section 3

Change Departmental address to: _____

Change E-Mail address to: _____

Change Reporting Unit from _____ to _____.

Signature: _____

Business Office Only

X _____ **Staff Accountant** Date _____ X _____ **Budget Accountant** Date _____

Vice President for Business and Finance Date _____ President Office Date _____

Title III

Date

Refer to Approval Schedule

Refer to Approval Schedule

V P of Business and Finance and the University President signature required only if there is an increase in spending **