Monitoring Procurement Documents (Field Users)
Requesting PO Close – Dispatched POs with Valid Budget Status

GEARS
General Enterprise and Resource Support

Last Update: 11/13/2014

```
              ( Review Existing
                 POs in GEARS )
                      |
                      v
  Tip Sheet        Run PO Buy
  Running PO ....    Down
  Buy Down           Report
  Report
                      |
                      v
                 / Analyze POs to see \
                 \ which POs qualify to /
                  \      Close       /
                      |
                      v
                 Notify DPCA
                 (Procurement) which
                 POs to be closed (via
                 Custom PO Request
                 Page)
                      |
                      v
             ( Task Complete )----  Important!
                                    DPCA (Procurement) will close your PO
                                    (and any associated Requisitions) and
                                    release the money back to the budget.
```