

Monitoring Procurement Documents (Field Users)

Requesting PO Close – POs that have NOT been Dispatched

Last Update: 01/05/2015

Important!

POs that have NOT been Dispatched include:

- POs created in GEARS by mistake or no longer needed
- PO Status may include – Approved, Canceled, Denied, Pending Approval
- POs with Budget Error

*Analyzing POs with NO activity to see if any are eligible to be closed should be a part of your ongoing Monitoring Procurement Documents routine.

