Finally Close another purchaser’s commitments

Purchase Order (“Limited”-under $5000)*

1. PO Purchaser – Purchase Order Summary- Find Purchase Order

2. Change Buyer to your name

3. Click Approve, OK

4. Close Purchase Order Summary Window, Tools, Control, Finally Close, Ok

5. Fill in a Reason comment for closing PO

Done!!

*Purchase Orders (over $5000) created by a Procurement and Supplier Diversity Services (PSDS) buyer must be changed by PSDS. Use the “PO Change Form” to make these changes

The PO Change Form can be found at http://www.procurement.virginia.edu/pagepurchasingformlist