

## Instructions for Disencumbering Funds on a PO

### **IF YOU SEE A 'CLOSE ORDER' BUTTON**

If you see a 'close order' button at the bottom of the document, this means that a payment has been made to the vendor. Click the button and that will disencumber any remaining funds.

### **IF YOU DO NOT SEE A 'CLOSE ORDER' BUTTON**

If you do not see a 'close order' button, open the *Document Overview* tab to see if there is a contract manager listed. If so, write a note on the document and send the note to the contract manager's username using the notification recipient field..

If the *Document Overview* lists APO as the contract manager, write a note on the document and send an email to purhelp indicating the PO number and that you want it voided.