**Purchase Order Maintenance:**

DATE: _____

Please use this form to list all PO numbers that can be closed and the reasoning for any that still remain open.

**(PO's shouldn't be open for more than 30 days)**

Please submit this completed form to Faye Grigg.

_____
Bookkeeper

_____
CFO

| PO Number | Amount | Reason |
|---|---|---|
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