



OFFICE OF GENERAL ACCOUNTING
Purchase Order Closure Request Form

Please complete the form and email to General Accounting at projectaccounting@dot.ga.gov.

By submitting the form through email, the requestor approves the closure of the purchase order and acknowledges that there are no additional expenses/invoices to be processed on the purchase order. The purchase order will be closed immediately.

PI Number: _____

Phase: _____

Vendor: _____

Contract/PO Number: _____

Task Order Number, if applicable: _____

Reason For Closure: _____
