Dear Department Head,

This letter is to inform you that we are closing all PO’s from previous years. As you probably know, we are switching to a new financial management system. As such, Purchasing Department data is being transferred requiring this action.

We realize that some departments may have highly important reasons for keeping old PO’s open. Therefore, if that is the case with your department please fill out the following form and return it to the Purchasing Department ASAP.

Sincerely,

Katie B. Kerr  
Purchasing Agent  
Blount County Government.

Name:  
Date:  
Department:  
PO Number(s):  
Vendor:  
Reason(s) why you need the PO(S) open:  
When can you expect to close the PO:

For Finance Department Use Only:

{ }Approved  { }Rejected

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Deena Finley