

From: [Financeusers](#) on behalf of [Delia Lujan](#)
To: financeusers@nmsu.edu
Subject: Financeusers FW: Fiscal Year End: Closing a PO with a balance
Date: Monday, June 22, 2020 11:06:42 AM

Sent on behalf of Procurement Services

DATE: June 22, 2020
TO: Banner Finance Users
FROM: Procurement Services
SUBJECT: Fiscal Year End: Closing a PO with a balance

ACTION REQUIRED: Business Office Review and Response by June 26, 2020 at 5:00pm

Fiscal Year End 20 process to close out Purchase Orders with a balance in Banner or AggieMart:

For Purchase Orders that have a balance and are no longer needed, first ensure your department has verified that all receiving and payments have been made prior to requesting the Purchase Order to be closed. Once this is done, send a list of Purchase Orders numbers to purchasing@nmsu.edu and Procurement Services will then close the Purchase Orders.

If you have any questions, please email asc@nmsu.edu or call 575-646-2000.