



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
2/01/92**

**REVISION
2**

**PAGE
E4-120.0**

**SUBJECT
PURCHASE ORDERS**

SUB-TOPIC

REJECTIONS AND CANCELLATIONS OF PURCHASE ORDERS

When a requisitioner requests an order cancellation for any reason, a written request to that effect must be submitted to the Purchasing Department stating acceptable reasons for the cancellation or rejection.

If cancellation or rejection is necessary due to a vendor's negligence (non-delivery, unauthorized item substitution, etc.), his/her consent to cancel is not required and either the General Services Commission or UTD Purchasing will issue a cancellation notice (dependent upon funds used) upon request of the requisitioner. If cancellation is desired by the requisitioner which is not the result of vendor default, then the vendor's consent to cancel is required before the purchase order can be legally voided.

When the cancellation or rejection is approved by UTD Purchasing or the General Services Commission (depending upon funds used), cancellation notices will be sent to both the vendor and requisitioner. Only the General Services Commission or UTD Purchasing may cancel or issue rejections on purchasing orders.