

**Folsom Cordova Unified School District**

PURCHASING DEPARTMENT

1965 Birkmont Drive  
Rancho Cordova, CA 95742

Phone (916) 294-9000 Fax (916) 294-2472

# CANCELLATION

Vendor:	Reference is made to
Address:	Purchase Order #
	Dated (original date)

School Unit or department and address:

Today's date:
---------------

Please cancel the following:

Account Code:
Amount of decrease: \$

VENDOR: In the event that your records indicate material(s) or service(s) have been shipped or performed, please furnish the necessary invoices, signed shipping tag, or other proof of delivery at your earliest convenience. Thank you for your services and cooperation in this matter.

<b>Principal or Department Head</b>	<b>Supervisor of Purchasing/Accounts Payable</b>
	<b>c: Purchasing Department</b>
	<b>Accounting Department</b>
<b>Director of Fiscal Services</b>	<b>Originating School/Department</b>

**ALL TERMS AND CONDITIONS ON ORIGINAL ORDER REMAIN UNCHANGED**