

**Series 12 – PS Online District
Request to Cancel Warrant**

Attention: Commercial Warrants, Room 607

Date: _____

District Name: _____

Warrant Date: _____

Warrant Number: _____

Warrant Payee: _____

Warrant Amount: _____

Fund# _____

Prepared by: _____ Phone #: _____

E-mail _____

PLEASE CHOOSE AN OPTION:

OPTION 1: Restore Encumbrance, liquidate liability on PO and un-match the vouchers.

PO/PO lines must be open to choose Option 1. Please re-open the PO/PO lines before submitting cancellation form. Instructions can be found in the PO2 Purchase Order Guide.

YES

☐

OPTION 2: Only liquidate the liability for all vouchers.

NO

☐

Do not restore the encumbrance nor un-match the vouchers.

Attach warrant for cancellation

Cancellation Date: _____ (CW Use Only)