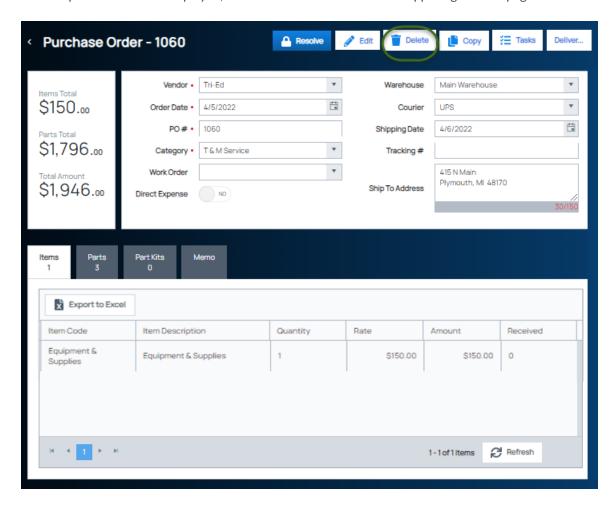
## Delete a Purchase Order

Last Modified on 04/27/2022 7:26 pm EDT

A Purchase Order may be deleted if it has not been received, resolved or bills have not been linked to the PO.

A purchase order may be deleted from the vendor record, or from the Open Purchase Order list.

Once the purchase order is displayed, click on the Delete button at the upper right of the page.



A confirmation message will be displayed. If you are certain you want to delete the purchase order, click the Yes button.

