

How to

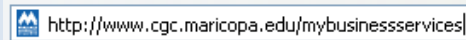
Request to Final Close a Purchase Order

Requisitioners should Final Close a Purchase Order (P.O.) to finalize procurement process. The Purchase order should be final closed:

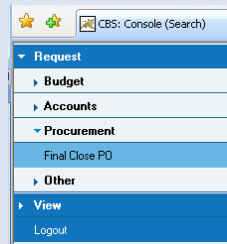
- When the invoice is paid-in-full.
- When all goods and services are received.
- When there are no payment disputes.

Steps:

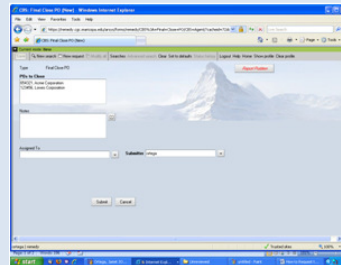
1. Navigate to *My Business Services*.
www.cgc.maricopa.edu/mybusinessservices



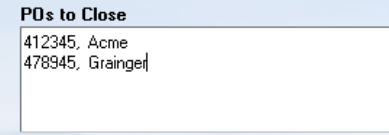
2. Click on **Requests**.
3. Click on **Procurement**.
4. Click on **Final Close PO**.



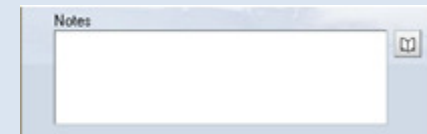
The Final Close P.O. form will auto-appear in a new window.



5. Input the desired P.O. number and the Supplier name in the *POs to Close* field.



6. If more than one P.O. is to be final closed, press enter to create a new line and repeat step 5.
7. Press Tab when all P.O. numbers and corresponding vendors are entered.
8. Type in any notes to College Business Services to clarify the Final Close P.O. request, if needed.



9. Click Submit.



This Request is then sent to College Business Services for Processing.

10. Logout of My Business Services.



For options on different types of requests which can be submitted to College Business Services, please refer to the *My Business Services Users' Manual*, for more information.

My Business Services - Version I
College Business Services
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