NOTE: If your purchase order has NOT been finalized you may delete it. If it HAS been finalized see steps 10 and 11 below to delete a PO. All POs are fed nightly to Banner after you have submitted it as a “Completed” PO.

To Delete a Purchase Order, click on the Faculty/Staff link on the RHIT home page.

1. From this page, click on “Banner Web.”
2. Enter your Username/ID and Password/PIN, click “Login” button.
3. Click on the “Employee” tab in the top ribbon.
4. Click on the “Web PO” link in the list.
5. You are now at the first screen of the Web PO form as shown below. POs that can be deleted will appear in your “Incomplete” list.
6. Click on the “Delete” icon as shown above to permanently remove the PO from WebPO.
7. You are now in the Purchase Order Review screen as shown below.

8. Click on the red **Delete this PO** button. This will permanently delete your PO.

9. You will be returned to the first screen of Web PO form as shown below.

**NOTE:** If you need to delete a PO that has already been fed to Banner, please follow the steps shown below.

10. Please write “**CANCEL**” across the Purchase Order, date and initial your request and scan a **copy** of the original purchase order to Dan Wells, in Administrative Services.

    -or-

11. Send an e-mail to **Dan.Wells@rose-hulman.edu** and advise him of the Purchase Order number to be canceled, the purchase order date, and vendor name. Dan will then process the deletion.