

**TOWN ACCOUNTANT  
TOWN OF WALPOLE  
TOWN HALL  
WALPOLE, MA 02081**

**TO:** Town Accountant

**FROM:** \_\_\_\_\_

**RE:** Purchase Order Maintenance

- Request to do a partial/full liquidation of the following purchase order:

**PO Number:** \_\_\_\_\_

**Available Purchase Order Amount:** \_\_\_\_\_

**Additional Liquidation Requested:** \_\_\_\_\_

**New Available Amount:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

\_\_\_\_\_

**\*\*PLEASE ATTACH A COPY OF PURCHASE ORDER\*\***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Town Accountant Approval:** \_\_\_\_\_