# Liquidation Request Form

**Submit via Email to    poliquid@gwu.edu**

Requestor Name:                                            Requestor Email:

Requestor Department:                                      Requestor Phone:

I certify that all obligations by the supplier have been fulfilled, all invoices have been paid and there are no outstanding or pending invoices related to the liquidations being requested.

| PO# / BPO # | BPO Release # | Line # (Be specific) | Amount to **B**e Liquidated | Supplier Name | Reason for the Liquidation (Be Specific) |
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*To liquidate an entire PO or BPO Release#, enter PO#/BPO#, BPO Release# if applicable, and enter "all" in the "line#" column.
*To liquidate individual lines on a PO or BPO Release, make sure to indicate only 1 line per row.
*To reduce a PO encumbrance, provide the PO line#, the amount to remain on the line, the excepted new total amount, and confirm that the vendor has been notified of the decrease in their PO amount