

Cancellations and Claims Guidelines

The department reserves the right to cancel any order when good cause exists, e.g., discovery of duplication, or no reply from vendor. Orders will not be arbitrarily canceled where the vendor can show good cause for lack of performance and when a satisfactory availability date can be established. Occasionally, orders will be cancelled due to a misestimating of funds expended. The department may arrange with some vendors for the automatic cancellation of orders after a stated period of time. This routine allows for regular reconsideration of orders and avoidance of a large accumulation of unexpended funds within one fiscal year.

Where no report of reasons for non-supply has been received, claims will be filed.

This page was last updated 06/06/2014
Please send questions/comments/suggestions to
Steve Knowlton, Interim Head of Collection Management