

**GEORGIA PERIMETER COLLEGE ACQUISITIONS DEPARTMENT
CANCELLATIONS: PURCHASE ORDER WITH ONE TITLE**

In Acquisitions:

- 1.) To cancel a line item with only (1) title on the purchase order you should click on the orders tab and then click on the search orders tab.
- 2.) Click on the line item record the bib# on the printed purchase order.
- 3.) Click on the red **(x)** to delete the purchase order

In Cataloging:

- 4.) Go into the cataloging module.
- 5.) Retrieve by the Bib #
- 6.) Click on hierarchy button (top tool bar)
- 7.) Highlight the holdings record and hit the retrieve button.
- 8.) If no other campus has a holding:
 - Delete the bib record by clicking on the Record menu then click on delete.
- 9.) If another campus has a holding (nothing has to be done) but make sure that the campus you deleted holding location is not listed.
- 10.) Make sure that the Purchase Order is stamped cancelled and that you write if the bib record is deleted or suppressed.