

VIII. Cancel a Contract, Change Order, or Contract Payment

Things to Know:

- During the cost-share process, there may be times when a contract, change order, or contract payment will need to be cancelled.
- The event must be board approved before it can be cancelled.
 - If there is no board approval date, the event can be deleted instead of cancelled, and no further action will be needed by the district or the cooperator.
 - Deleted contract numbers are not reassigned.
- Once a contract payment has been submitted to the program office, it cannot be cancelled.

Enter Information:

1. To cancel an event, look up the last board approved event for the cooperator.
2. From the main menu, select “Cost-Share,” and then “Contract.”
3. The “Contract Event Lookup” screen will open.
4. Use the search features at the top of the grid to locate the desired record.
5. Click the pencil icon next to the record to cancel.
6. Click the "Cancel Contract" button in the upper right corner.
7. Enter a reason in the “Notes” screen for the cancellation.
8. The district should enter the date the board approved the cancellation.
9. The event type is now CANCEL.
 - a. A “C” appears after the contract number.
10. MoSWIMS will automatically set obligated amounts to zero.
11. MoSWIMS captures all the information about the cancellation and stores it for future reference.