



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2002-07
CONTACT: Richard D. Norris, CPPB
Program Director
Purchasing
TELEPHONE: 833-7668

TO: All Bookkeepers and Requisition Personnel
FROM: Patricia Wascom, Chief Financial Officer
DATE: May 13, 2002
SUBJECT: Outstanding Purchase Orders

Patricia Wascom

Attached is a printout of all outstanding purchase orders issued by your cost center from 01-01-1997 through 04-30-2002. Please review the printout and respond to the Purchasing Department, as to the action to take on each purchase order on your list.

1. To cancel a purchase order indicate by placing "X" to the left of the purchase order number.
2. To carry forward a purchase order to fiscal year 2002-2003 indicate by placing "C" to the left of the purchase order number.

Return your list to the Purchasing Department, at the Bay Area Office by June 5, 2002.

Purchasing and Finance will review your list to determine if the action you indicated is appropriate. You will be called if any change is made to your requested action.

Thank you for your assistance. Please contact Richard Norris at 833-7668 if you have questions or need special assistance.

Attachment