

## OUTSTANDING PURCHASE ORDER REPORT

It is required that the outstanding balances on all outstanding (unpaid) purchase orders be known at any given time during the fiscal year. The data processing department shall generate an outstanding purchase order report monthly, and upon request, indicating all encumbered purchase orders yet unpaid.

This report shall be utilized for “follow-up” on unfilled orders and allow the district to determine the dollar value of all outstanding encumbrances.

SOURCE: Jackson Public School District, Jackson, Mississippi  
LEGAL REF: Financial Accounting Manual for Mississippi Schools, Section D,  
1985, Revised 2003; Section 31-7-301 through 31-7-317;  
Mississippi Code of 1972  
DATE: October 27, 1986  
AMENDED: October 16, 1989  
REVIEWED: December 6, 2016  
April 4, 2017