



James P. Stith II
City Auditor

Marcus Patterson, MBA
Deputy Auditor

4645 Montgomery Road
Norwood, Ohio 45212
Ph. (513) 458-4570
Fax (513) 458-4571

12/9/2015

City of Norwood Department Heads

Dear Sirs,

As of the date of this letter, the City of Norwood currently has \$2,166,525.18 in open purchase orders, some from as far back as 2013. This amount of encumbrance greatly reduces the amount of funding available for 2016 appropriations.

Open PO's from previous years cannot be used to purchase items in 2016. Only invoices dated prior to 12/31/2015 can be applied to these PO's. Open PO's without outstanding invoices are of no use and reduce funds available for appropriations.

Unused open PO's in your departmental keys will **reduce the amount of appropriations available to your department in 2016.** Help us find funding for your department. Please take the time to review the attached list of open PO's and let my office know which are available to close as soon as possible. Those PO's with a single outstanding invoice may be marked "close when invoice is paid".

Sincerely,

Jim Stith, Auditor
City of Norwood

"Gem of The Highlands"