OLD DOMINION UNIVERSITY
REVIEW OF OPEN ENCUMBRANCES

Budget Code:			Department:				Date Submitted:	
	Liquidate [1]		Research [2]		Leave for Future Payment			
Purchase Order #	Yes	No	Yes	No	Yes	No	Amount	Remarks

[1] Please ensure that an invoice **has been paid** before requesting liquidation.
[2] Please ensure that an invoice **has not been paid** before requesting research.

Prepared by _____

Telephone Number _____