



Print purchase orders

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Print purchase orders

Purchasing > Reports > Purchase Order Reports > REQ1450 - Print Purchase Orders

This report provides an automated means of printing purchase orders to send to vendors.

- Click **PO Signature** to select a signature to be displayed on the purchase order.
- Click **Contract** to display contract formats. If purchase orders did not correctly print, use the [REQ1500 - Reprint Purchase Orders](#) page to reprint the purchase orders.

Notes:

- Even if you do not actually print the purchase order, you must click  to register the purchase order.
- The vendor name is not printed on the purchase order if a DBA name exists for the vendor on the [Finance > Maintenance > Vendor Information > Vendor Name/Address](#) tab.

Complete the necessary report parameters.

REQ1450 - Print Purchase Orders

Parameter Description	Value
Select Current Year (C) or Next Year (N)	<input type="text" value="C"/>
Print on pre-printed purchase order form? (Y/N)	<input type="text" value="N"/>
Sort by Purchase Order (P), Alpha (A), Vendor Nbr (N), Vendor Sort Key (S)	<input type="text" value="P"/>
Select Contract (C), Non-Contract (N), or blank for ALL	<input type="text"/>
Select Contract Type(s), or blank for ALL	<input type="text"/>
Select Unprinted Purchase Order(s), or blank for ALL	<input type="text" value="181974"/>
Print Confirmation only (C), Mailable POs (M), or blank for ALL	<input type="text"/>
Include Account Code Ledger on District Copy? (Y/N)	<input type="text" value="Y"/>
Shipping Address Line 1 using Contact (C) or Organization (O)	<input type="text" value="O"/>
Include Requestor's Name in Shipping Address? (Y/N)	<input type="text" value="N"/>
Include Requisition Comments? (Y/N)	<input type="text" value="Y"/>
Include Bid Category? (Y/N)	<input type="text" value="N"/>
Include Item Note? (Y/N)	<input type="text" value="N"/>

Purchase Orders

Search:		
	PO Nbr	PO Date
<input type="checkbox"/>	181970	12-02-2021
<input type="checkbox"/>	181971	12-02-2021
<input type="checkbox"/>	181973	06-01-2022
<input checked="" type="checkbox"/>	181974	06-06-2022

[Generate the report.](#)

The selected purchase order(s) is displayed.



IMPORTANT: You must click  to register the purchase orders even if you do not actually print them.

District E-mail Vendors with No E-mail Vendors with E-mail All Vendors PO Signature Contract Return to Reports
First ◀ ▶ Last
Texas ISD
 1715 MAIN STREET ALAMO CITY, TX. 78119-4521
 Phone: (555) 675-6338 Fax: (555) 675-7848

 S 750 School
 H 355 W FE 117
 T TEXAS CITY, TX 78119
 I
 O
 P

 V J
 E 5
 N A
 D
 O
 R

 P.O. NUMBER 181974
 ATTACHMENTS N
 P.O. DATE 06-06-2022
 DELIVER BY 05-02-2022
 REQ NBR 014000
 VENDOR NBR 37586
 REF NBR
 BID NBR
 FEDERAL ID NBR 51-9128683
 VENDOR NOTE

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vendor phone: (555) 271-2277

SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE
001	6.00	RE	888	123	10.0000	.00	.00	60.00

TOTAL P.O. \$60.00

ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
	05-02-2022	A	05-02-2022		06-06-2022
APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
	06-06-2022		08-17-2022		

First ◀ ▶ Last
 Click **District** to view the district copy.

P.O.	E-mail	<input type="radio"/> Vendors with No E-mail	<input type="radio"/> Vendors with E-mail	<input type="radio"/> All Vendors	PO Signature	Contract	Return to Reports																																																																								
Print First Last																																																																															
Texas ISD 1715 MAIN STREET ALAMO CITY, TX 78119-4521 Phone: (555) 675-6338 Fax: (555) 675-7848				P.O. NUMBER 181974 ATTACHMENTS N P.O. DATE 06-06-2022 DELIVER BY 05-02-2022 REQ NBR 014000 VENDOR NBR 37586 REF NBR BID NBR FEDERAL ID NBR 51-9128683 VENDOR NOTE																																																																											
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A message is displayed at the bottom of the page indicating that the PO was successfully processed.

Print PO request is processed.

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