Print purchase orders

Table of Contents

Print purchase orders

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

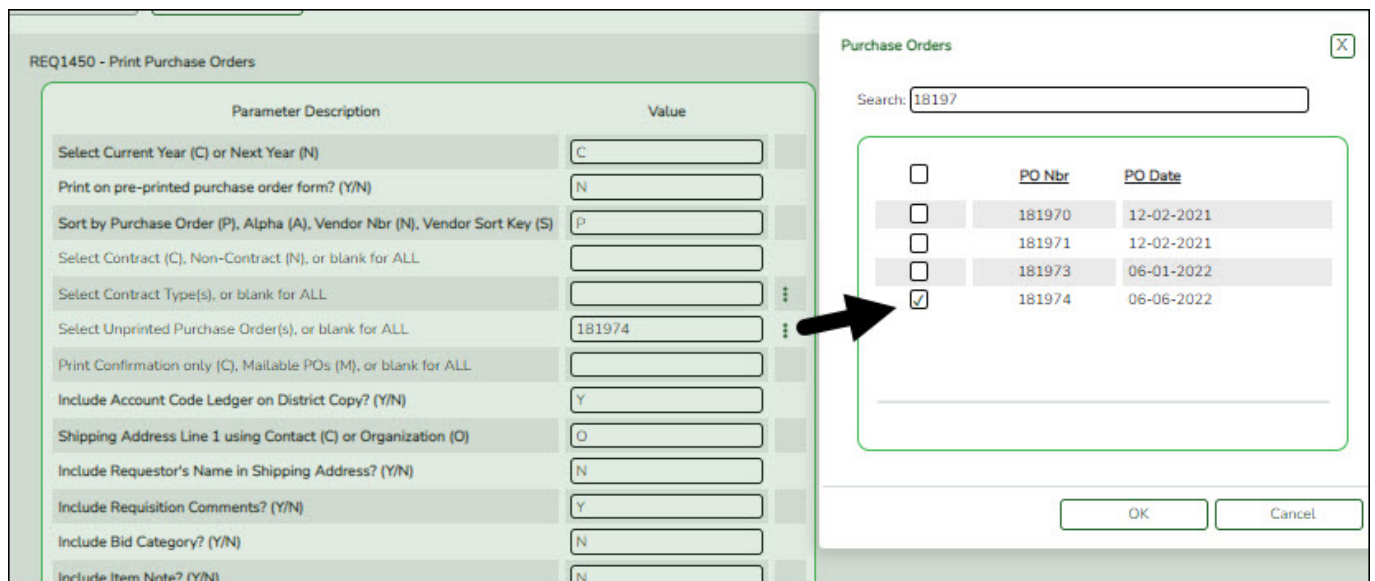This report provides an automated means of printing purchase orders to send to vendors.

❑ 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.

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.

❑ Click **District** to view the district copy.

A message is displayed at the bottom of the page indicating that the PO was successfully processed.

If the purchase orders did not correctly print, use the REQ1500 - Reprint Purchase Orders report to reprint.