



## Print purchase orders



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[Purchasing > Reports > Purchase Order Reports > REQ1450 - Print Purchase Orders](#)

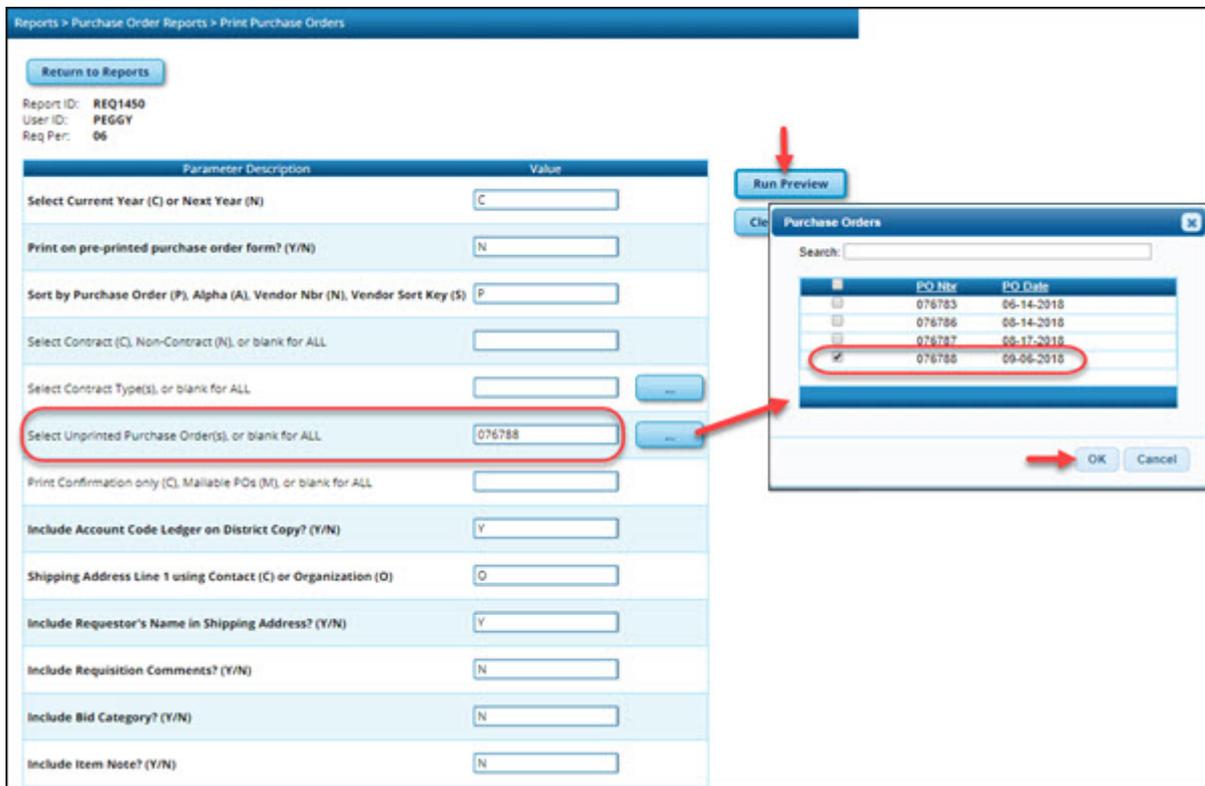
This report provides an automated means of printing purchase orders to send to vendors. Click the [PO Signature](#) button to select a signature to be displayed on the purchase order. Click **Contract** to display contract formats. If purchase orders did not print correctly, use the [REQ1500 - Reprint 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.

[Image](#)



Generate the report.

Click **P.O.** to view the purchase order.

[Image](#)



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**Mockingbird ISD**  
 583786 LONE STAR DRIVE GREATTOWN, TX. 34348  
 Phone: ( 555 ) 304-9907 Fax: ( 555 ) 304-9907

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P**  
 803 School  
 7315 OLD PEAXDALL XOAD  
 MEDICINE MOUND, TX 54776-1852  
 Requestor B.O

**V  
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N  
D  
O  
R**  
 OFFICE DEPOT  
 SDS--  
 P.O. BOX 86  
 MEDICINE MOUND, TX 38840

**P.O. NUMBER** 076788  
**ATTACHMENTS** N  
**P.O. DATE** 09-06-2018  
**DELIVER BY** 08-30-2018  
**REQ NBR** 007385  
**VENDOR NBR** 03940  
**REF NBR**  
**BID NBR**  
**FEDERAL ID NBR** 51-9022925  
**VENDOR NOTE**

Page: 1 of 1
vendor phone: (555) 488-2145
vendor fax: (555) 488-2322

SEQ	QTY	UNIT	CATALOG NBR	DESCRIPTION	UNIT PRICE	DISCOUNT	FREIGHT	TOTAL PRICE
001	2.00	BN	5555	Pens Black Pens for Admin	8.00000	.00	.00	16.00
002	2.00	BN	6666	Pencils Pencils for Admin	8.00000	.00	.00	16.00
<b>TOTAL P.O.</b>								<b>\$32.00</b>

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

[Image](#)

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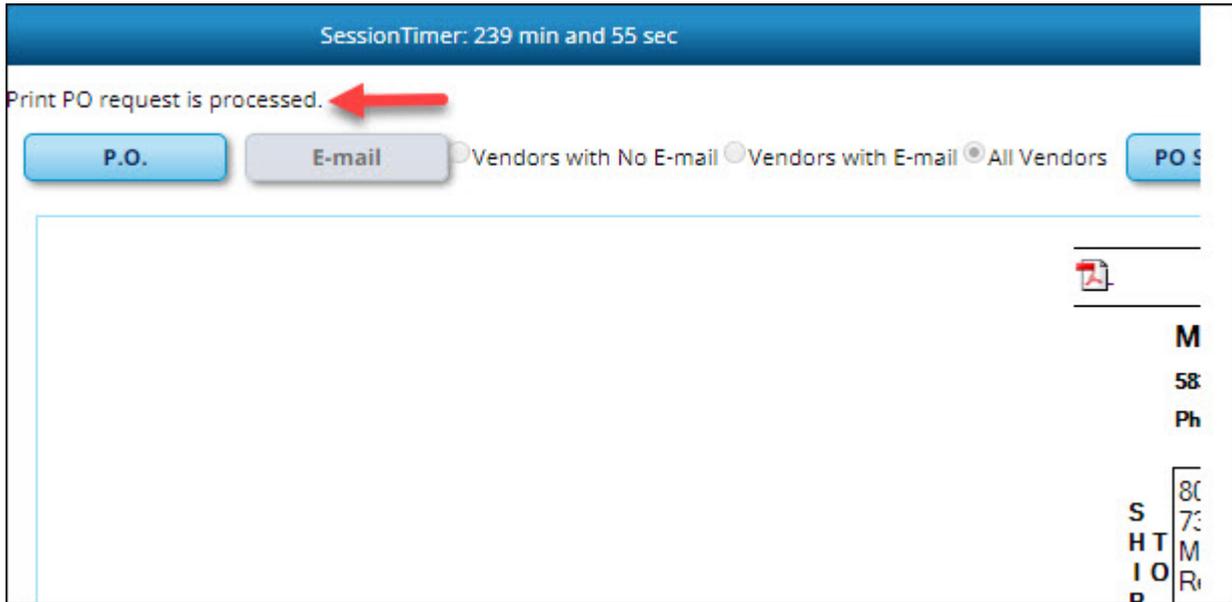
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ORIGINATOR	DATE	REQUESTOR	DATE	APPROVER	DATE
Elizabeth Moreno	08-30-2018	Elizabeth Moreno	08-30-2018	Elizabeth Moreno	09-06-2018

APPROVER	DATE	APPROVER	DATE	RECEIVED BY	DATE
			09-06-2018		

Image



Click **District** to print the district copy.

If the purchase orders did not correctly print, use the [REQ1500 - Reprint Purchase Orders](#) report to reprint.