



Print purchase orders

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Print purchase orders i


[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 correctly print, use the [REQ1500 - Reprint Purchase Orders](#) page to reprint the purchase orders.

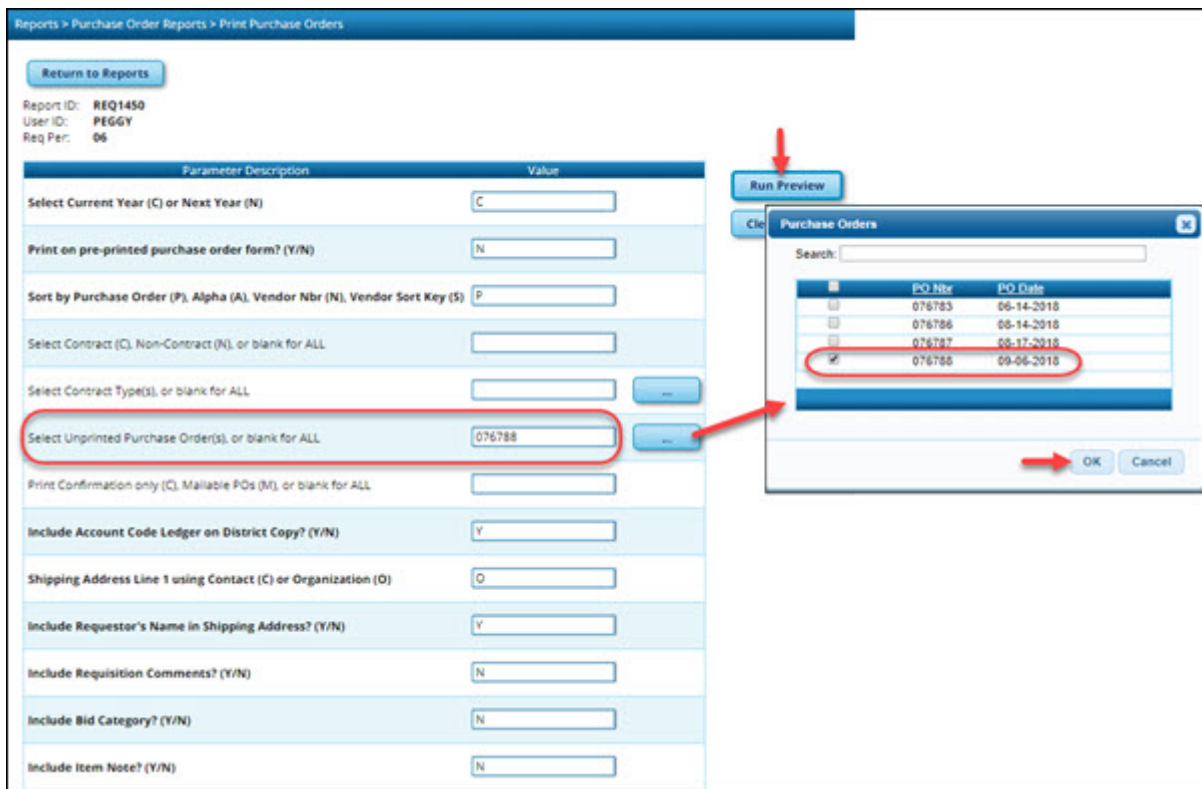
Notes:

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.

[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

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

**V
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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	8.00000	.00	.00	16.00
				Black Pens for Admin				
002	2.00	BN	6666	Pencils	8.00000	.00	.00	16.00
				Pencils for Admin				
TOTAL P.O.								\$32.00

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

[Image](#)

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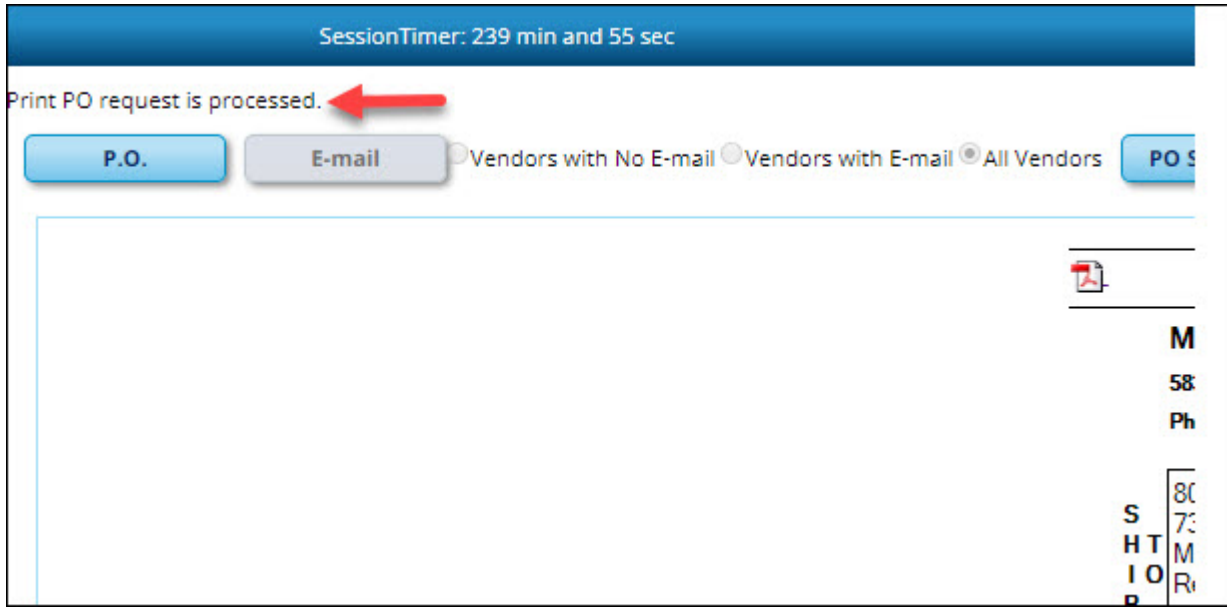
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TOTAL P.O.								\$32.00

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.