Print purchase orders

Table of Contents

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.
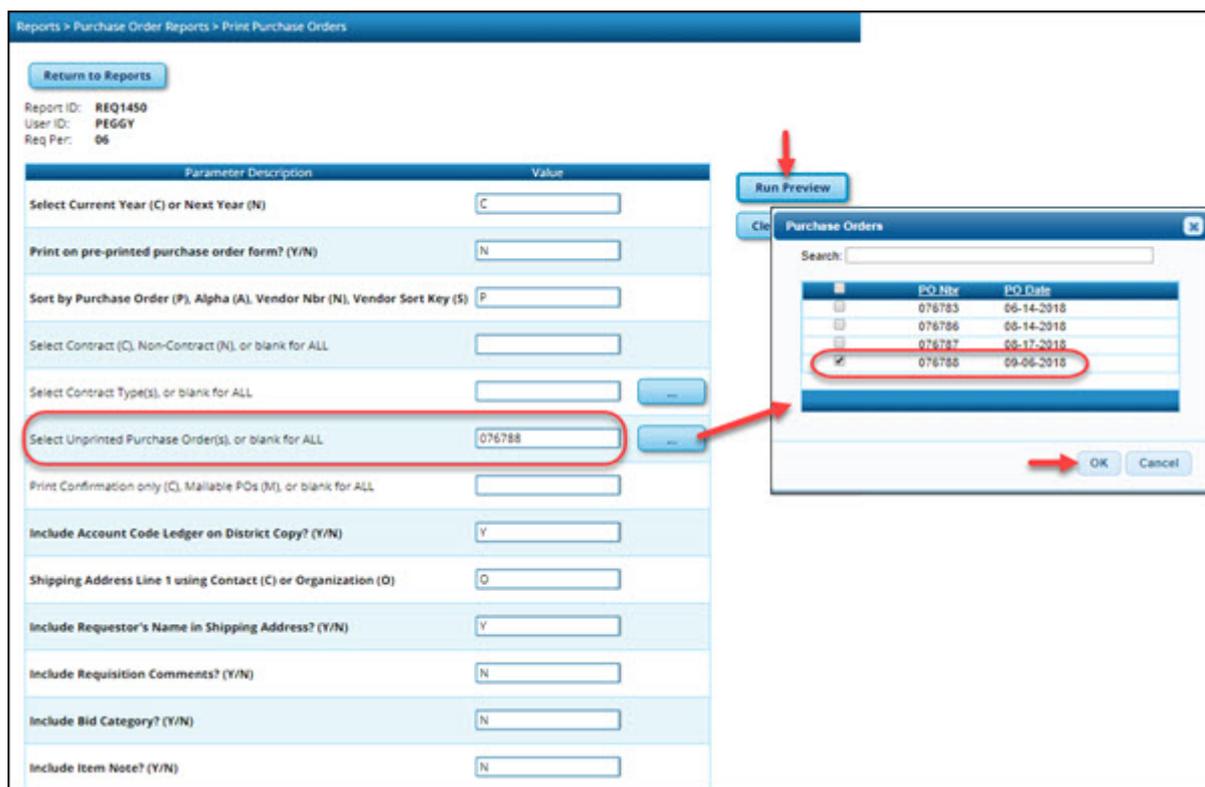
Notes:

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.

Image

Generate the report.

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

Image

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

Image

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.