



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 [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.

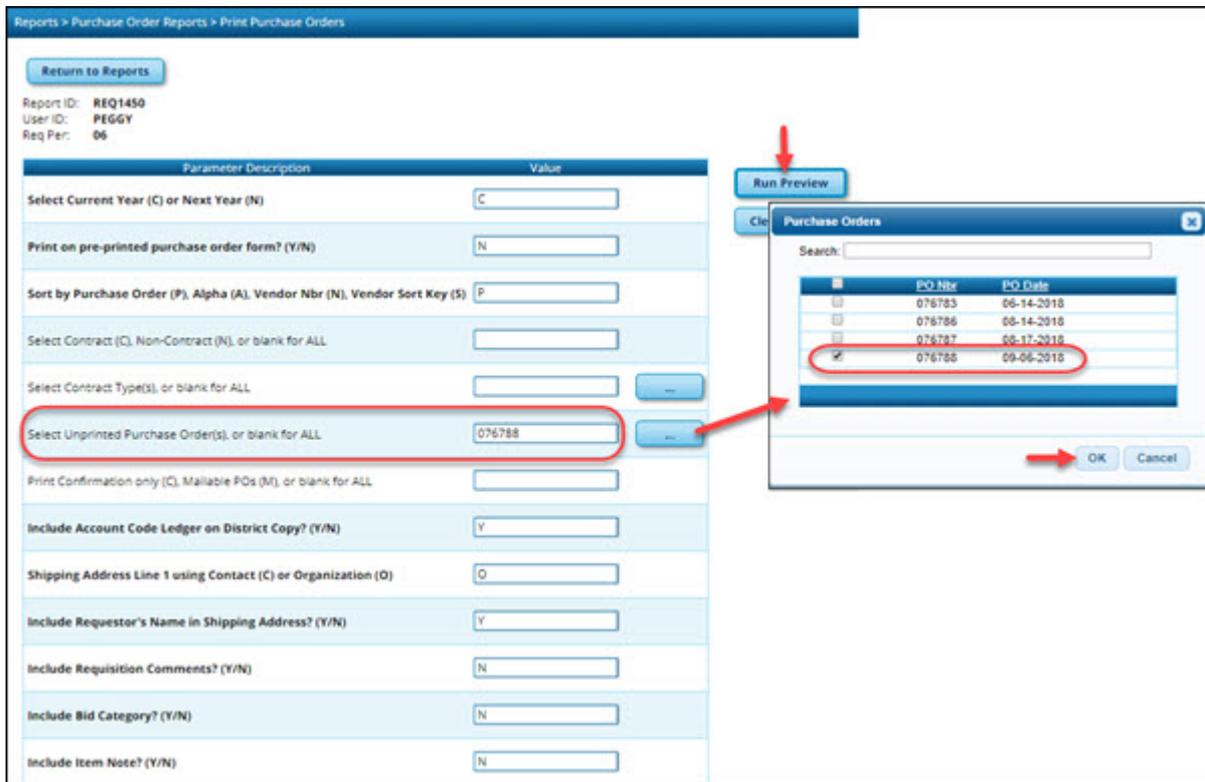
Notes:

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](#)



Reports > Purchase Order Reports > Print Purchase Orders

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Report ID: **REQ1450**
 User ID: **PEGGY**
 Req Per: **06**

| Parameter Description | Value |
|--|--------|
| Select Current Year (C) or Next Year (N) | C |
| Print on pre-printed purchase order form? (Y/N) | N |
| Sort by Purchase Order (P), Alpha (A), Vendor Nbr (N), Vendor Sort Key (S) | P |
| Select Contract (C), Non-Contract (N), or blank for ALL | |
| Select Contract Type(s), or blank for ALL | |
| Select Unprinted Purchase Order(s), or blank for ALL | 076788 |
| Print Confirmation only (C), Mailable POs (M), or blank for ALL | |
| Include Account Code Ledger on District Copy? (Y/N) | Y |
| Shipping Address Line 1 using Contact (C) or Organization (O) | O |
| Include Requestor's Name in Shipping Address? (Y/N) | Y |
| Include Requisition Comments? (Y/N) | N |
| Include Bid Category? (Y/N) | N |
| Include Item Note? (Y/N) | N |

Run Preview

Purchase Orders

Search: _____

| | PO Nbr | PO Date |
|-------------------------------------|--------|------------|
| <input type="checkbox"/> | 076783 | 06-14-2018 |
| <input type="checkbox"/> | 076786 | 06-14-2018 |
| <input type="checkbox"/> | 076787 | 06-17-2018 |
| <input checked="" type="checkbox"/> | 076788 | 09-06-2018 |

OK **Cancel**

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

**V
E
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 |
| 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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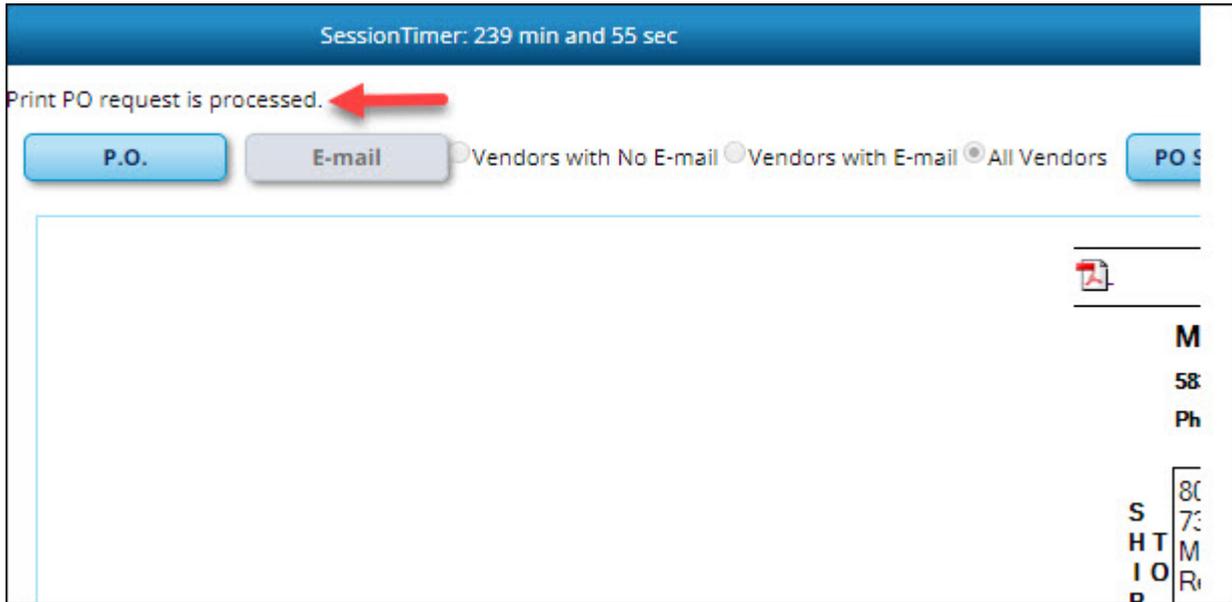
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| TOTAL P.O. | | | | | | | | \$32.00 |

| 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.