



## Print purchase orders



# Table of Contents

**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.

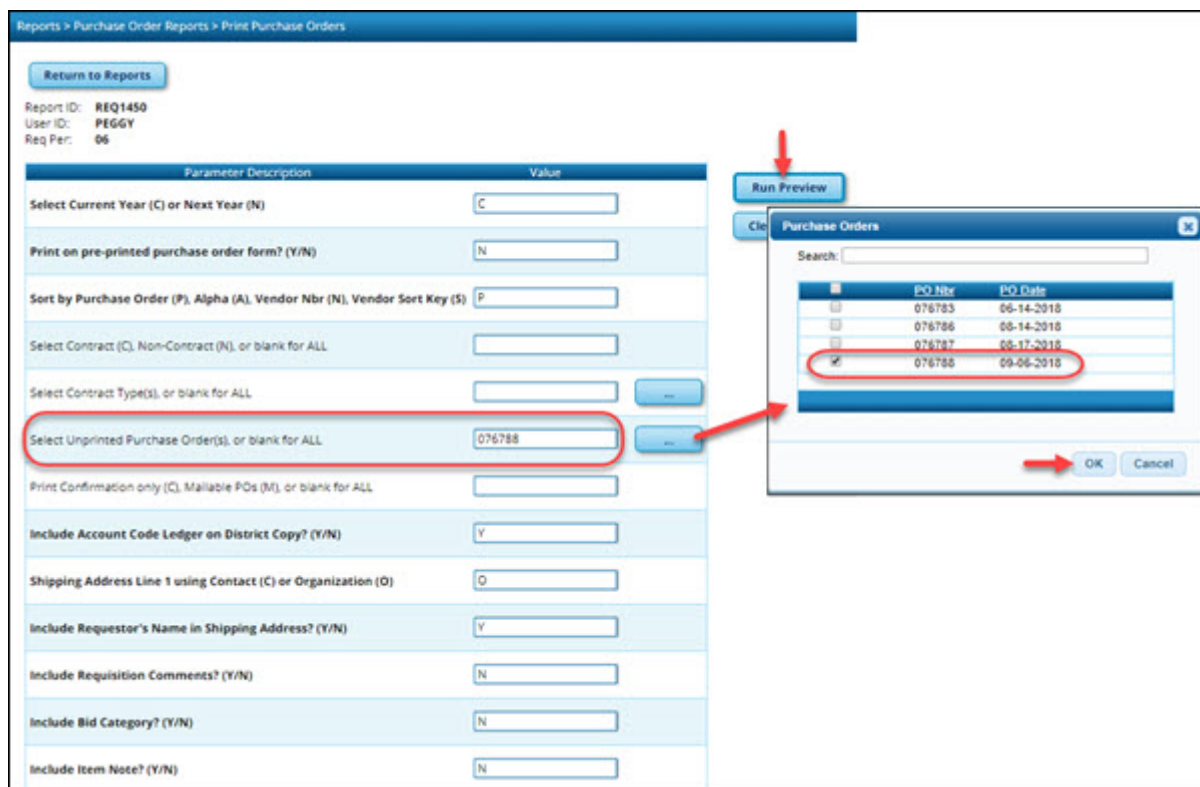
Click **Contract** to display contract formats. If purchase orders did not correctly print, use the [REQ1500 - Reprint Purchase Orders](#) page to reprint the purchase orders.

**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.



Reports > Purchase Order Reports > Print Purchase Orders

[Return to Reports](#)

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.


⏪ ⏩

**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                 | 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    |            |          |         |                |
| <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.

**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**

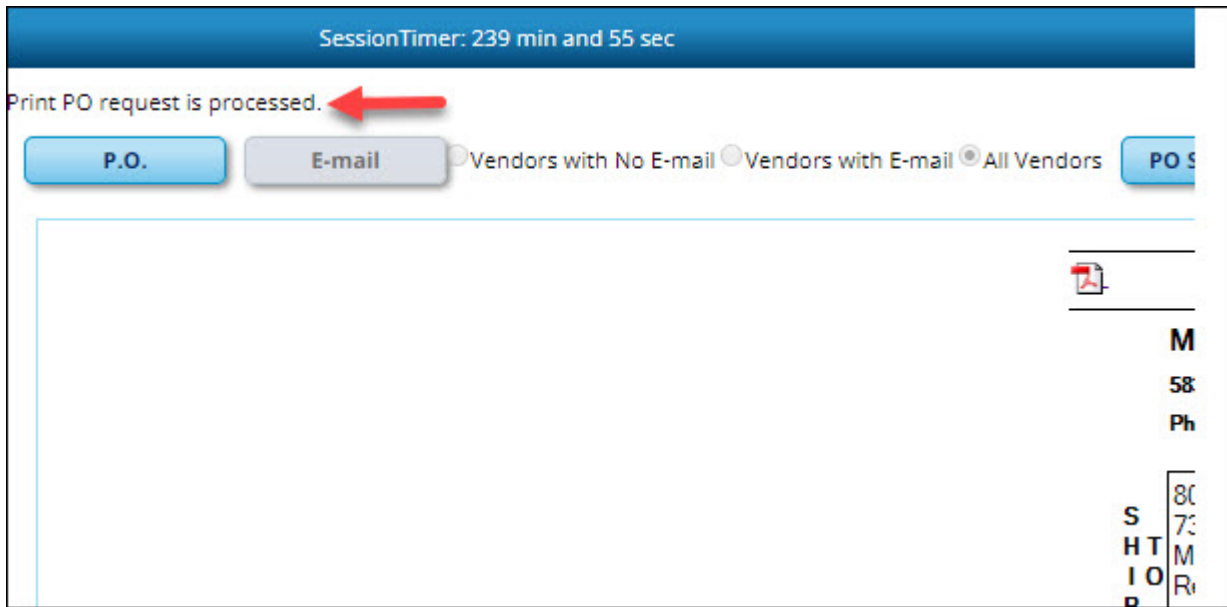
Page: 1 of 1 vendor phone: (555) 488-2145 vendor fax: (555) 488-2322

| SEQ               | QTY  | UNIT | CATALOG NBR | DESCRIPTION          | UNIT PRICE | DISCOUNT | FREIGHT | TOTAL PRICE    |
|-------------------|------|------|-------------|----------------------|------------|----------|---------|----------------|
| 001               | 2.00 | BN   | 5555        | Pens                 | 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    |            |          |         |                |
| <b>TOTAL P.O.</b> |      |      |             |                      |            |          |         | <b>\$32.00</b> |

| 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 |             |      |



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

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