



## **REQ2400 - Purchase Order Items Received Report**



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# REQ2400 - Purchase Order Items Received Report

**Purchasing > Reports > Bid Processing Reports > Purchase Order Items Received Report**

This report provides list of requisition items submitted through the bid process that have been received or partially received by purchase order. Access to this report is based on the Access Permission field set up on the District Administration > User Profiles > Purchasing Addresses tab. The report is sorted by purchase order date, required date, and requisition number.

Parameter	Description
<b>Select Contract Type(s), or blank for ALL</b>	Type the contract types, or click  to <a href="#">search for contract types</a> . Otherwise, leave blank to use all contract types.
<b>Select Purchase Order(s), or blank for ALL</b>	Type the six-digit purchase order numbers, including all leading zeros and separating multiple purchase numbers with a comma (e.g., 000008, 091929). Or, click  to <a href="#">search for purchase order numbers</a> . Otherwise, leave blank to use all purchase order numbers.
<b>From PO Date (MMDDYYYY), or blank for ALL</b>	Type the from purchase order date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To PO Date (MMDDYYYY), or blank for ALL</b>	Type the to purchase order date in the MMDDYYYY format, or leave blank to use all to dates.
<b>From Required Date (MMDDYYYY), or blank for ALL</b>	Type the from required date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Required Date (MMDDYYYY), or blank for ALL</b>	Type the to required date in the MMDDYYYY format, or leave blank to use all to dates.
<b>From Received Date (MMDDYYYY), or blank for ALL</b>	Type the from received date in the MMDDYYYY format, or leave blank to use all from dates.
<b>To Received Date (MMDDYYYY), or blank for ALL</b>	Type the to received date in the MMDDYYYY format, or leave blank to use all to dates.
<b>Print starting from specific requisition number (#####):</b>	Type a six-digit requisition number to begin printing.
<b>Print ending from specific requisition number (#####):</b>	Type a six-digit requisition number to end printing.

[Generate the report.](#)