



## Print purchase orders



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# Print purchase orders


[Purchasing > Reports > Purchase Order Reports > REQ1450 - Print Purchase Orders](#)

This report provides an automated means of printing purchase orders to send to vendors.

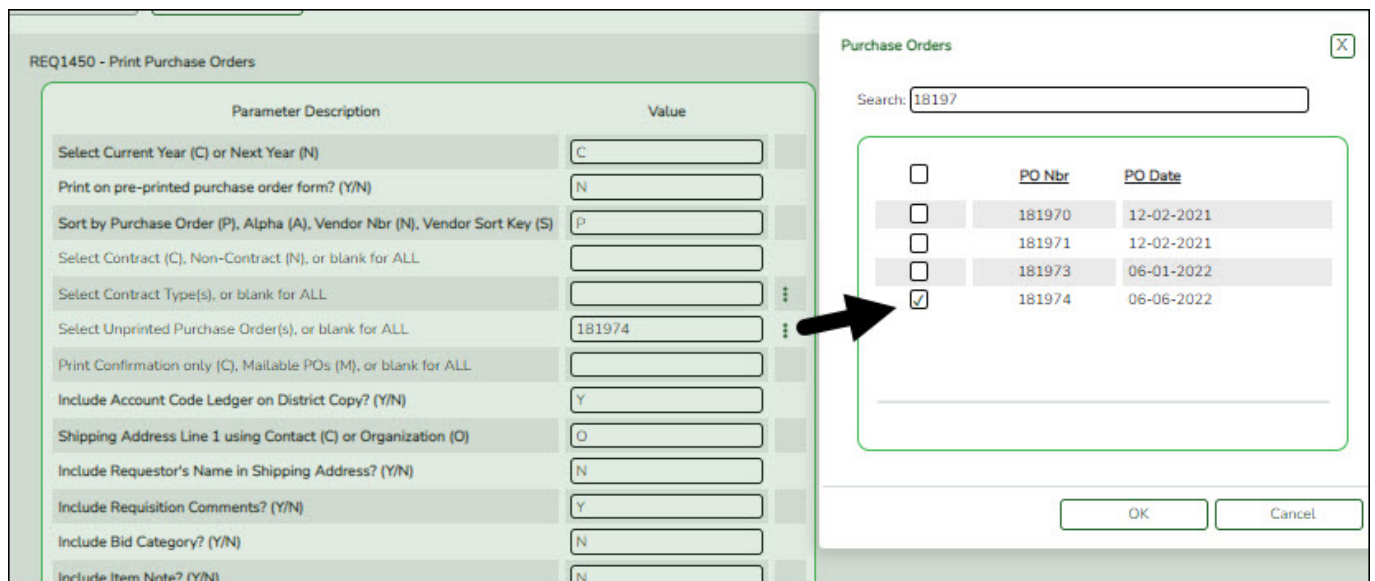
☐ Click [PO Signature](#) to select a signature to be displayed on the purchase order.

☐ 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.



| 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                       | 181974 |
| 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)                        | N      |
| Include Requisition Comments? (Y/N)  | Y      |
| Include Bid Category? (Y/N)  | N      |
| Include Item Note? (Y/N)   | N      |


  

|                                     | PO Nbr | PO Date    |
|-------------------------------------|--------|------------|
| <input type="checkbox"/>            | 181970 | 12-02-2021 |
| <input type="checkbox"/>            | 181971 | 12-02-2021 |
| <input type="checkbox"/>            | 181973 | 06-01-2022 |
| <input checked="" type="checkbox"/> | 181974 | 06-06-2022 |

[Generate the report.](#)

The selected purchase order(s) is displayed.



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

District

E-mail

☐ Vendors with No E-mail

☐ Vendors with E-mail

☒ All Vendors

PO Signature

Contract

Return to Reports

←

First

◀ ▶

Last

**Texas ISD**  
1715 MAIN STREET ALAMO CITY, TX. 46119-4521  
Phone: ( 555 ) 675-8338 Fax: ( 555 ) 675-7848

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750 School  
355 W FE 117  
TEXAS CITY, TX 54611

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P.O. NUMBER 181974  
ATTACHMENTS N  
P.O. DATE 06-06-2022  
DELIVER BY 05-02-2022  
REQ NBR 014000  
VENDOR NBR 37586  
REF NBR  
BID NBR  
FEDERAL ID NBR 51-9128683  
VENDOR NOTE

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vendor phone: (555) 271-2277

| SEQ               | QTY  | UNIT | CATALOG NBR | DESCRIPTION | UNIT PRICE | DISCOUNT | FREIGHT | TOTAL PRICE    |
|-------------------|------|------|-------------|-------------|------------|----------|---------|----------------|
| 001               | 6.00 | RE   | 888         | 123         | 10.00000   | .00      | .00     | 60.00          |
| <b>TOTAL P.O.</b> |      |      |             |             |            |          |         | <b>\$60.00</b> |

| ORIGINATOR | DATE       | REQUESTOR | DATE       | APPROVER | DATE       |
|------------|------------|-----------|------------|----------|------------|
|            | 05-02-2022 |           | 05-02-2022 |          | 06-06-2022 |
|            |            |           |            |          |            |

| APPROVER | DATE       | APPROVER | DATE       | RECEIVED BY | DATE |
|----------|------------|----------|------------|-------------|------|
|          | 06-06-2022 |          | 06-17-2022 |             |      |
|          |            |          |            |             |      |

First

◀ ▶

Last

☐ Click **District** to view the district copy.

☐ Vendors with No E-mail
 ☐ Vendors with E-mail
 ☐ All Vendors

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**Texas ISD**  
 1715 MAIN STREET ALAMO CITY, TX. 46119-4521  
 Phone: ( 555 ) 675-6338 Fax: ( 555 ) 675-7848

**750 School**  
 355 W FE 117  
 TEXAS CITY, TX 54611

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P.O. NUMBER 181974  
 ATTACHMENTS N  
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 DELIVER BY 05-02-2022  
 REQ NBR 014000  
 VENDOR NBR 37586  
 REF NBR  
 BID NBR  
 FEDERAL ID NBR 51-9128683  
 VENDOR NOTE

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| SEQ | QTY  | UNIT | CATALOG NBR | DESCRIPTION | UNIT PRICE | DISCOUNT | FREIGHT | TOTAL PRICE |
|-----|------|------|-------------|-------------|------------|----------|---------|-------------|
| 001 | 6.00 | RE   | 888         | 123         | 10.00000   | .00      | .00     | 60.00       |

| Account Code    | Encumbrance Amt | Invoice Nbr | Expend Amount |
|-----------------|-----------------|-------------|---------------|
| 199-11-6411.00- | 20.00           |             |               |
| 199-36-6411.00- | 15.00           |             |               |
| 240-35-6239.00- | 20.00           |             |               |
| 698-00-1264.00- | 5.00            |             |               |
| <b>Total:</b>   | <b>\$60.00</b>  |             |               |

Approval Path

| Seq Nbr | Approver | Status   | Date       |
|---------|----------|----------|------------|
| 0       |          | Approved | 06-06-2022 |

TOTAL P.O. 60.00

| ORIGINATOR | DATE       | REQUESTOR | DATE       | APPROVER | DATE       |
|------------|------------|-----------|------------|----------|------------|
|            | 05-02-2022 |           | 05-02-2022 |          | 06-06-2022 |

| APPROVER | DATE       | APPROVER | DATE       | RECEIVED BY | DATE |
|----------|------------|----------|------------|-------------|------|
|          | 06-06-2022 |          | 08-17-2022 |             |      |

First ◀ ▶ Last

A message is displayed at the bottom of the page indicating that the PO was successfully processed.



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



## Back Cover