



Print purchase orders

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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.

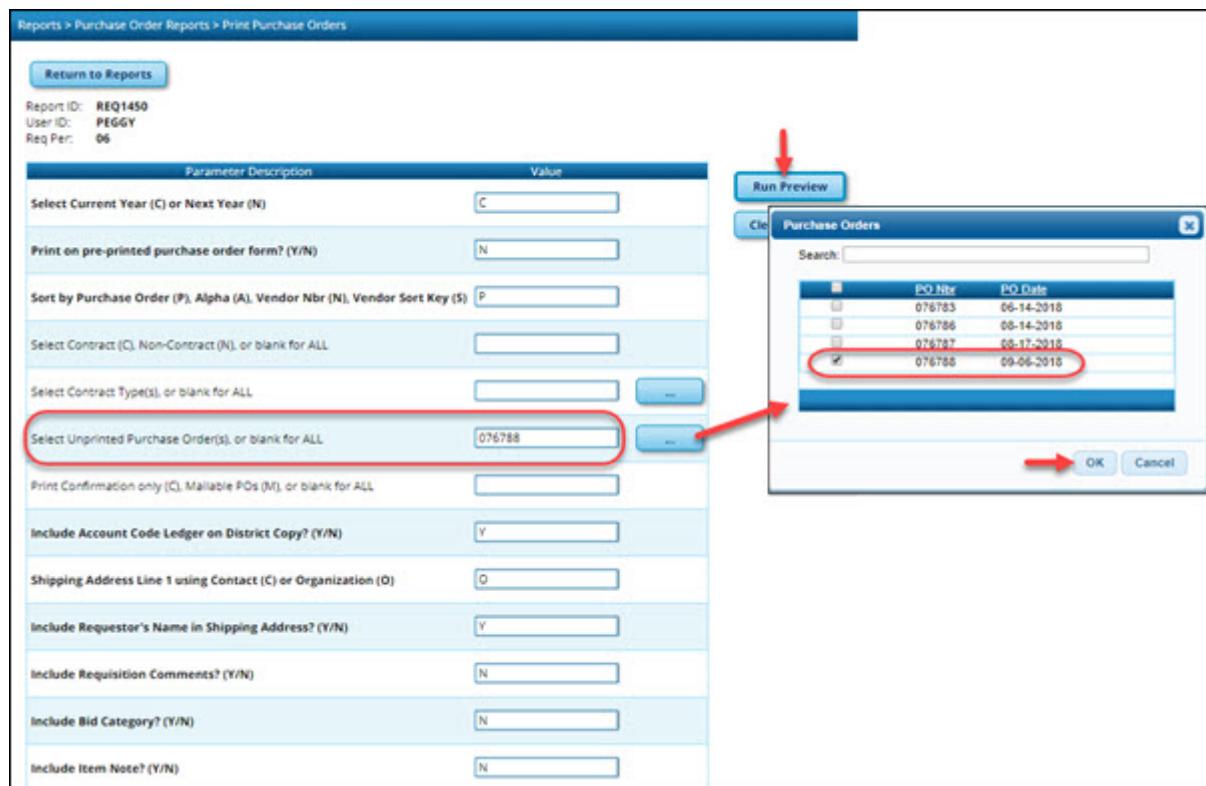
Click **Contract** to display contract formats. If purchase orders did not correctly print, use the [REQ1500 - Reprint Purchase Orders](#) page to reprint the purchase orders.

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
076783	06-14-2018	
076786	06-14-2018	
076787	06-17-2018	
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	803 School		
H	7315 OLD PEAXDALL XOAD		
T	MEDICINE MOUND, TX 54776-1852		
I	Requestor B.O.		
P			

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

V	OFFICE DEPOT		
E	SDS--		
N	P.O. BOX 86		
D	MEDICINE MOUND, TX 38840		
O			
R			

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.

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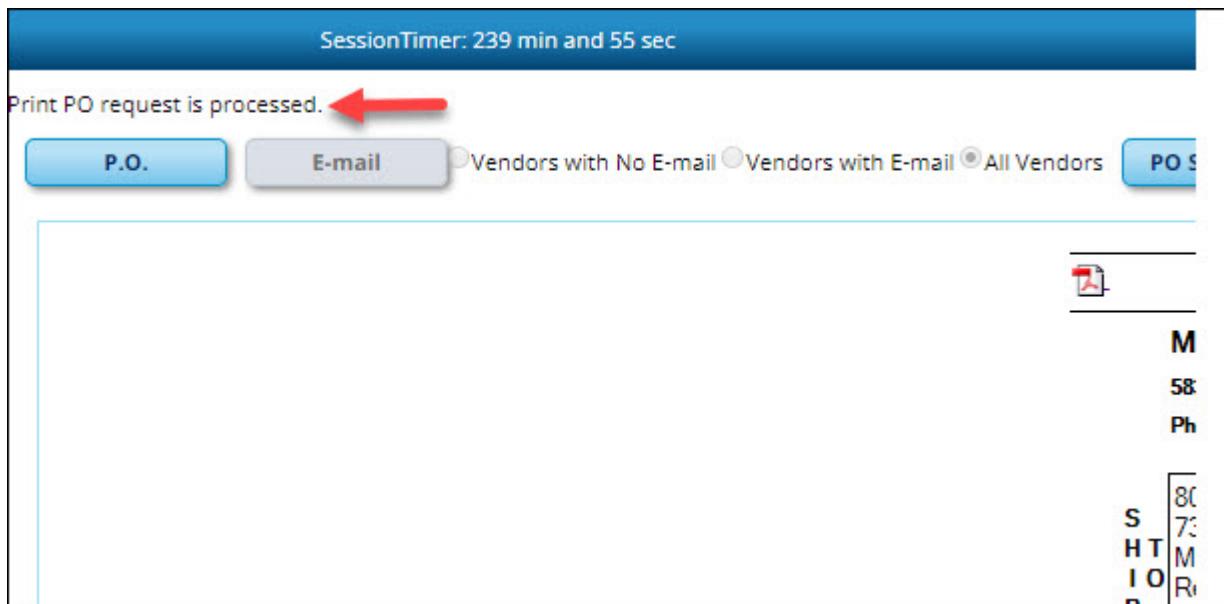
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TOTAL P.O.								\$32.00

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		



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

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



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