



## **Print purchase orders**



# Table of Contents




## 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.

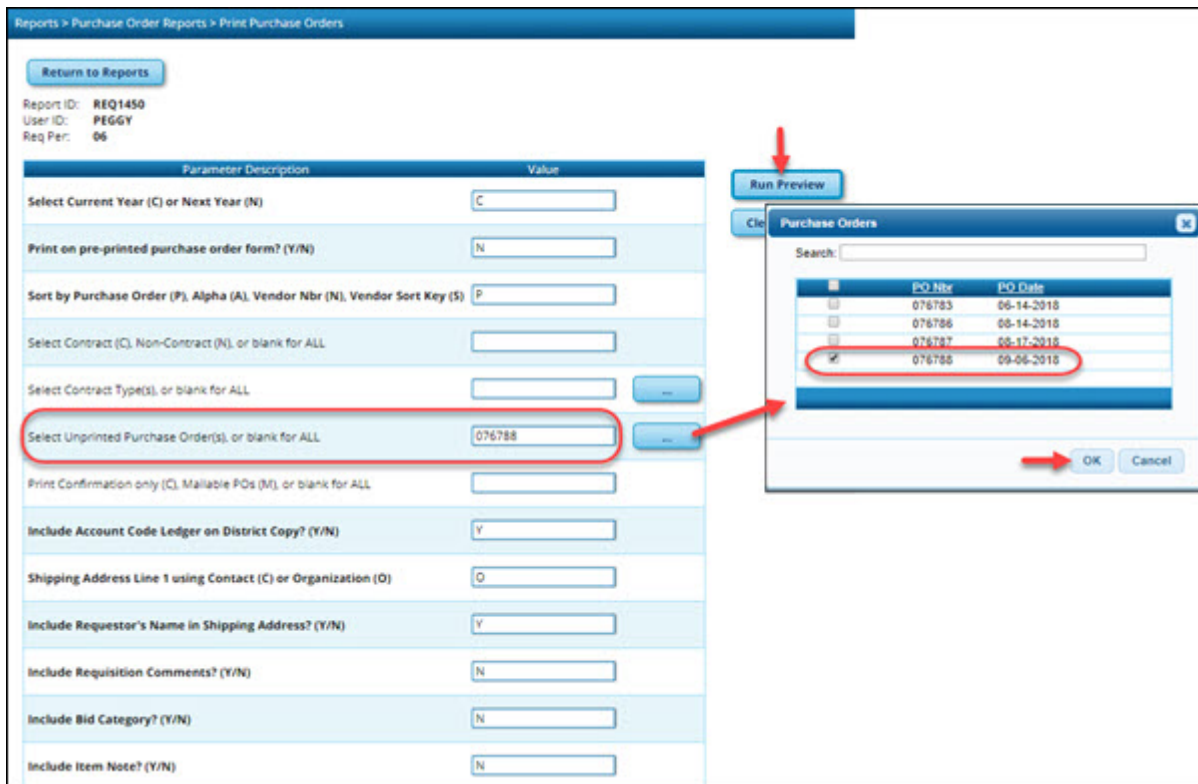
Click **Contract** to display contract formats. If purchase orders did not correctly print, use the [REQ1500 - Reprint Purchase Orders](#) page to reprint the purchase orders.

### 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](#)

[Close](#)

**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		

SessionTimer: 239 min and 55 sec

Print PO request is processed. 

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



M  
58  
Ph  
S  
HT  
IO  
R

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

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



## Back Cover