



Print purchase orders

Table of Contents

Print purchase order


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

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

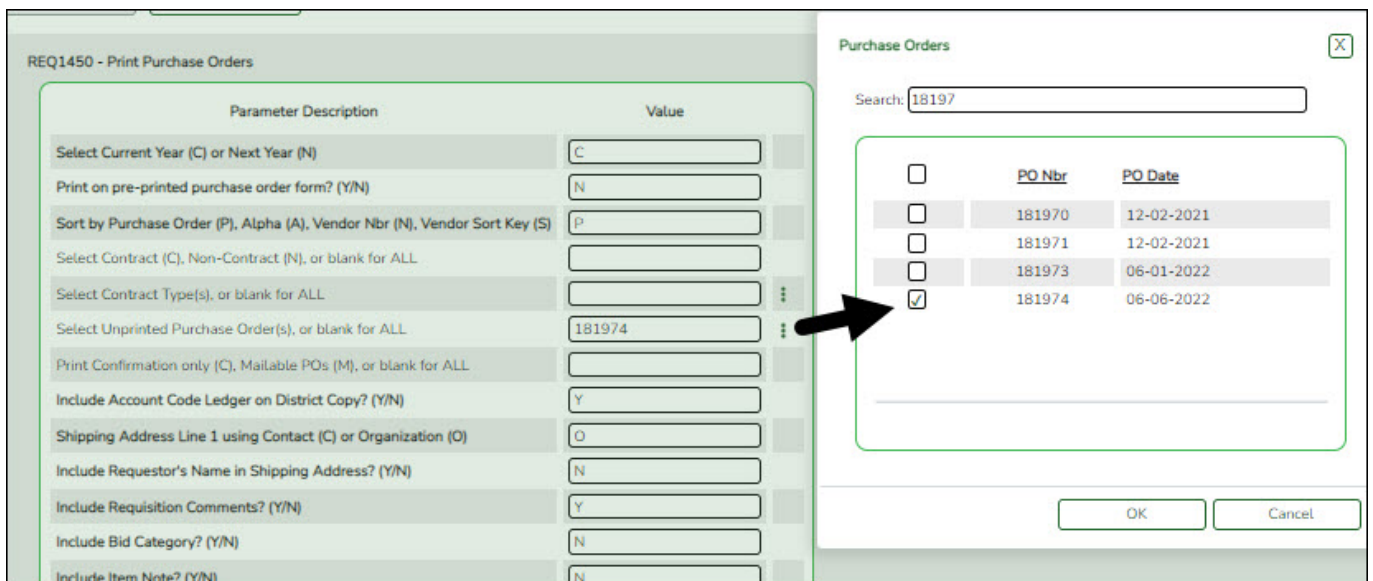
Click [PO Signature](#) to select a signature to be displayed on the purchase order.

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.

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



First ◀ ▶ Last

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

S
H
T
I
O
P

750 School
355 W FE 117
TEXAS CITY, TX 54611

V
E
N
D
O
R

75 [REDACTED]

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

Page: 1 of 1 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 |
| TOTAL P.O. | | | | | | | | \$60.00 |

| ORIGINATOR | DATE | REQUESTOR | DATE | APPROVER | DATE |
|------------|------------|--------------|------------|-------------|------------|
| [REDACTED] | 05-02-2022 | F [REDACTED] | 05-02-2022 | [REDACTED] | 06-06-2022 |
| | | | | | |
| APPROVER | DATE | APPROVER | DATE | RECEIVED BY | DATE |
| [REDACTED] | 06-06-2022 | [REDACTED] | 08-17-2022 | | |
| | | | | | |

First ◀ ▶ Last

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

P.O. 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) 675-6338 Fax: (555) 675-7848

**S
H
T
I
O
P**

750 School
 355 W FE 117
 TEXAS CITY, TX 54611

**V
E
N
D
O
R**

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

Page: 1 of 1

| 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 | | |
| Total: | \$60.00 | | |

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