

Creating a Purchase Order

Step 1: Click Purchase Order

Step 2: Click New

Step 3: Fill in the following: Originator, Vendor, Category (If it applies), and Description.

Step 4: Click Continue

Step 5: Enter Quantity, Description, Unit Price, and the Activity the funds are being withdrawn from.

Step 6: Click Continue

Step 7: Review Purchase Order Information

Step 8: Click **SUBMIT**