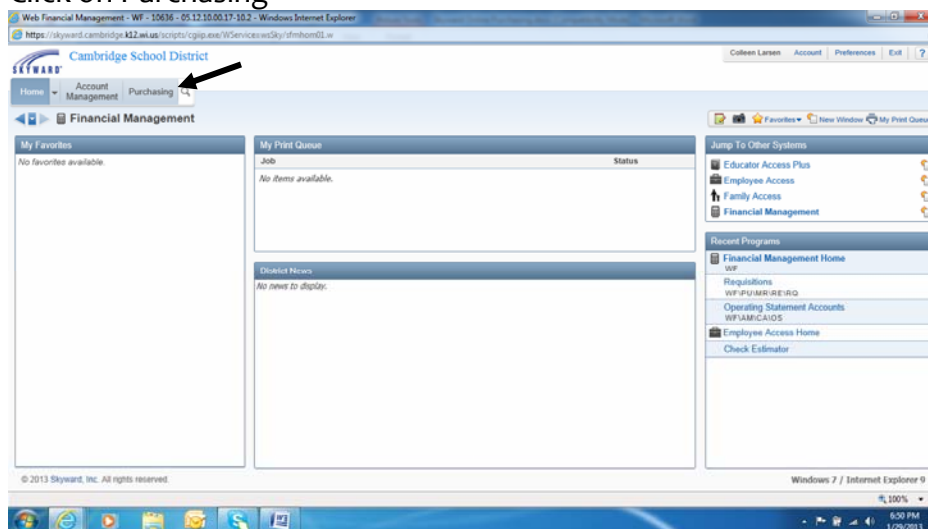


Print a Purchase Order

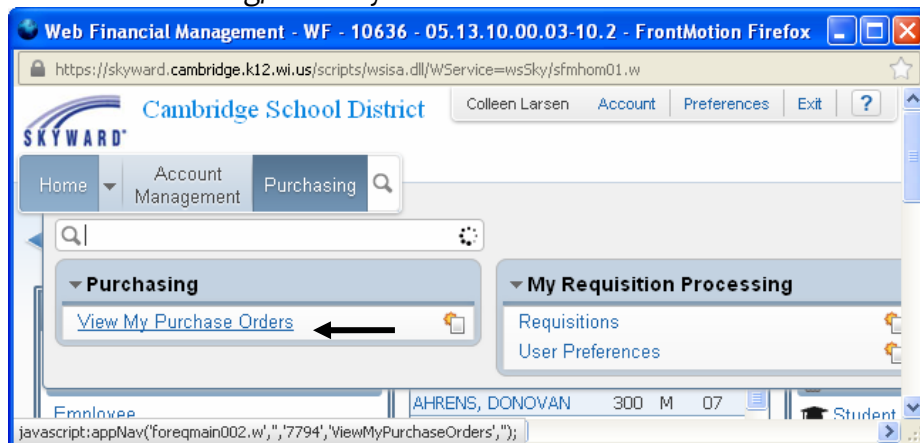
Please note that this process DOES NOT print a valid purchase order to be used to place an order with a vendor. The primary purpose is for Credit Card Checkout, but is available if needed for documentation.

Note: A Purchase Order is just a requisition that has been approved.

WEB - Financial Management System
Click on Purchasing



Click on Purchasing/View My Purchase Orders



Confirm/Select Req. Group

Confirm/Select Filters (recommend *Current Fiscal Year)

Select the Purchase Order/Requisition to print

If you are unable to locate your requisition in the Purchasing Activity list, your requisition may not have been approved yet. It will still be located under My Requisition Processing/Requisition with a status of Waiting For Higher (WFH) approval.

Click Print

The screenshot shows the Skyward Purchasing Activity interface. At the top, there are navigation tabs for Home, Account Management, and Purchasing. Below this, the 'View Purchasing Activity' section is active, showing a list of requisitions. The 'Req. Group' is set to '200 - MIDDLE SCHOOL' and the filter is set to '*Current Fiscal Year'. A table of requisitions is displayed with columns for PO Number, Requisition Number, Sts, Batch Number, Description, Vendor Name, Vnd St, and Amc. A 'Print' button is visible on the right side of the table, with an arrow pointing to it.

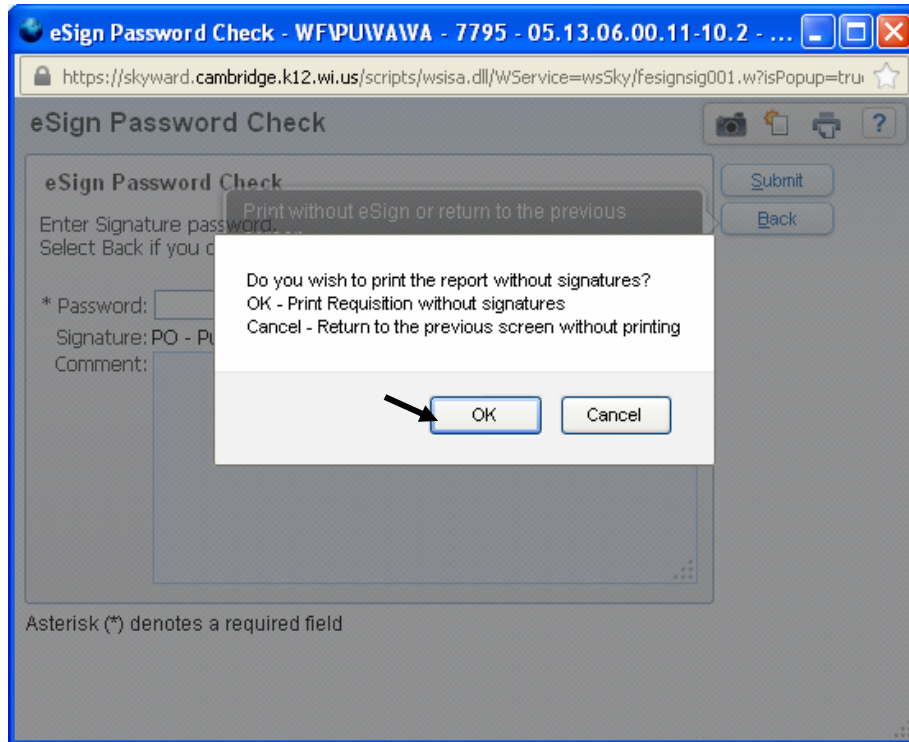
PO Number	Requisition Number	Sts	Batch Number	Description	Vendor Name	Vnd St	Amc
2000140061	0000014858	APP	23	test	CREDIT_CARD_CHECKOUT		
2000140056	0000014853	APP	17	Certificate Paper for NMS Sports participants	SCHOOL SPECIALTY INC	WI	79
2000140055	0000014835	APP	10	Additional supplies needed for 2013-2014 school year. Specific to sixth grade E/LA class.	STAPLES BUSINESS ADVANTAG..	IL	63
2000140053	0000014820	APP	03	Business Courses Supplies	STAPLES BUSINESS ADVANTAG..	IL	34
2000140052	0000014818	HIS	30	Tree and Plant Field Guide	NASCO	WI	30
2000140049	0000014813	HIS	26	ALEXS registration	ALEKS CORPORATION	CA	35
2000140047	0000014773	HIS	06	Polo Shirts for NMS Band and Choir Students	IMAGE MARKET	NE	2,031
2000140046	0000014774	HIS	09	Professional Development	CESA #2	WI	400
2000140045	0000014748	HIS	26	Classroom supplies for 2013-2014 School Year.	STAPLES BUSINESS ADVANTAG..	IL	42
2000140044	0000014731	APP	23	office supplies	SCHOOL SPECIALTY INC	WI	95
2000140043	0000014696	HIS	13	Second Step	COMMITTEE FOR CHILDREN	WA	4,831
2000140042	0000014694	HIS	12	NMS Art Supplies 2013-14 July	NASCO	WI	1,098
2000140041	0000014683	HIS	30	Oral reading opportunities for RTI instruction.	PLAYS	MA	49
2000140040	0000014666	HIS	21	equipment needed for student use	CDW-G LLC	IL	63
2000140039	0000014660	APP	18	Awards for Large Group Contest	WSMA	WI	74
2000014035	0000014597	HIS	27	tool maintenance	WOODCRAFT	WI	629
2000014034	0000014596	HIS	27	supplies needed for student activities	LONDON LUMBER CO	WI	487
2000014033	0000014595	APP	27	supplies needed for student activities	PITSCO EDUCATION	TX	48
2000014032	0000014594	HIS	27	supplies needed for student activities	PAXTON/PATTERSON LLC	IL	393
2000000000	0000014830	DEN	09	Middle School Health Resources	CLASSROOM HEALTH RESOURCE	CA	525

Leave Password & Comment Blank

Click Back

The screenshot shows the 'eSign Password Check' form. It includes a 'Submit' button and a 'Back' button, with an arrow pointing to the 'Back' button. The form contains a password field, a signature field (pre-filled with 'PO - Purchase Orders'), and a comment field. A note at the bottom states: 'Asterisk (*) denotes a required field'.

Click OK



Click View Report

