

▼ Purchasing

- Purchase Order Entry
- Purchasing Activity
- View My Purchase Orders
- Accounting - PO Batch-to-Open
- Accounting - PO Open-to-History
- Update History - Purchasing
- User Preferences
- Reports

Setup

▼ Purchase Order Receiving

- Receiving

▼ Purchasing Order Processing

- eCommerce Ordering

▼ My Requisition Processing

- Requisitions
- Approve Requisitions
- My Requisition Approval History
- User Preferences

CLICK ON PURCHASING

THEN CLICK ON PURCHASING ACTIVITY

Purchasing Activity

Views: Req. Group: 123 - LIBRARY DISTRICT WIDE Filters: *Current Fiscal Year

PO Number	Req Number	Status	Batch Number	Description	Vendor Name	Vnd St	Amount Entered By	% Disc	Approve/C Date
▶ 1280170007	0000018000	APPO	08	Purchase cataloging books for La Marque libraries Quote 9081433	FOLLETT SCHOOL SOLUTIONS...	IL	1,089.52 HILDEN, STEPHANIE M	0.00	03/08/2
▶ 1280170006	0000017351	APPO	09	Open PO to purchase supplies for library staff development	KROGER TEXAS LP	TX	200.00 HILDEN, STEPHANIE M	0.00	02/09/2
▶ 1280170005	0000017191	APPO	07	Open PO to cover renewal for 2017-18 school year Member # 1632320	ASCD	MD	89.00 HILDEN, STEPHANIE M	0.00	02/07/2
▶ 1280170004	0000017186	APPO	07	Open PO to renew Texas Education News subscription for 2017-18 school year.	TEXAS EDUCATION NEWS	TX	215.00 HILDEN, STEPHANIE M	0.00	02/07/2
▶ 1280170003	0000016989	APPO	30	Magazine subscription renewal for 2017-1-2018 school year	MAGAZINE SUBSCRIPTIONS PT...	TX	2,300.00 HILDEN, STEPHANIE M	0.00	01/30/2
▶ 1280170002	0000014987	HIS	26	Purchase cordless scanners for 4 La Marque Libraries	FOLLETT SCHOOL SOLUTIONS ...	IL	1,208.00 HILDEN, STEPHANIE M	0.00	10/26/2
▶ 1280170000	0000014259	HIS	29	Texas Bluebonnet Award Bookmarks	TEXAS LIBRARY ASSOCIATION	TX	112.00 HILDEN, STEPHANIE M	0.00	09/29/2


CLICK ON PRINT

eSign Password Check - WF\PU\VA\VA - 7795 - 05.17.02.00.05 - Internet Expl...

https://stingjaree02.tcisd.org/scripts/wisa.dll/WSservice=wsFin/fesignsig001.w?isPopup=true

eSign Password Check

eSign Password Check
Enter Signature password.
Select Back if you do not want to print signatures on the report.

* Password: 

Signature: PO - Purchase Orders

Comment:

Submit Back

Asterisk (*) denotes a required field

100%

PASSWORD IS: coin

CLICK SUBMIT