

POUPPR PURCHASE REQUEST

CLICK ON POUPPR

HIT  IN UPPER RIGHT-HAND CORNER

****left to right****

PR Number -hit lightning bold-PR Seed

Security Code-Dept or School ID requesting PO

Vendor ID-enter vendor

Buyer-Enter assigned buyer

PO Type-P= Supplies, furniture, software (commodities)

B= Services

PR Number*

PO Number

Status*

PR

Security Code*

Approval Code

Requested By

JULIE TORRES

Date Requested

03/30/2026

PO Total

0.00

PR Total

0.00

Vendor ID*

Vendor Name

Vendor Addr Code

Phone Cd

Remit To ID

Remit To Addr Code

Phone Cd

Details

Confirm

Vend Account

Bid Number

Contract Number

End Use

Buyer*

Discount Terms

PO Type*

P

Blanket Amt: Enter total amount of services for blanket PO

Ship To: Enter where items need shipped. Choose school/dept even if not actually shipping

Bill To: Defaults-Do not need to do anything

Dates

Required Dt		Expiration Dt		Entry Dt	03/30/2026	Expected Dt	
Delivery Dt							

Blanket

Blanket No		Blanket Amt	0.00	Rm	0.00
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Ship To ID*

Ship To Addr Code

Phone Cd

Bill To ID*

PROCUREMENT AND CONTRACTING

Bill To Addr Code

1115 NORTH EL PASO STREET
COLORADO SPRINGS, CO 80903

Phone Cd

Other Information

Item Number: Defaults

Quantity: enter quantity-1 for a service, blanket PO

Units: choose unit

Unit Price: Price per unit or total amount of service

Item Description: Detailed item description (ISBN, item number, etc.)

Notes Tab: PR note-Enter vendor contact information

Other Information

Approved By		Date Approved		Printed By		Date Printed	
Encumber PO?	Y	EN Division	GEN	Print Format	PO	Category Code	
Currency		Text File		Project ID			

Items Notes

Item Number Vendor Item No Product Code Quantity*

Units Unit Price* Extended Amt Catalog Number

Item Description

+Add Account Switch to: Percent Total:\$0.00 Remaining:\$0.00

Account-Enter account string. Hit +Add Account to split

+Add Account Switch to: Percent Total:\$0.00 Remaining:\$0.00

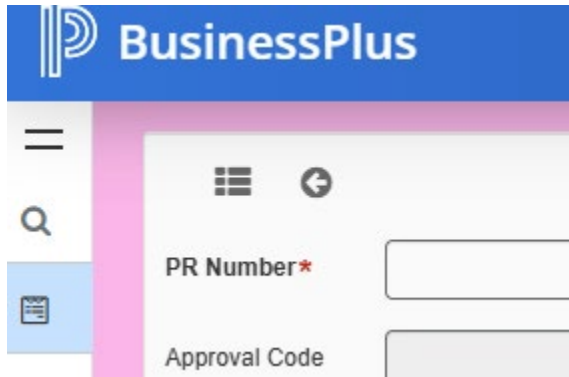
Account Amount

GL	FUND	DEPT	SRE	PROG	OBJ	PROJ	BUDG		WORK ORDER	-	0.00	Delete
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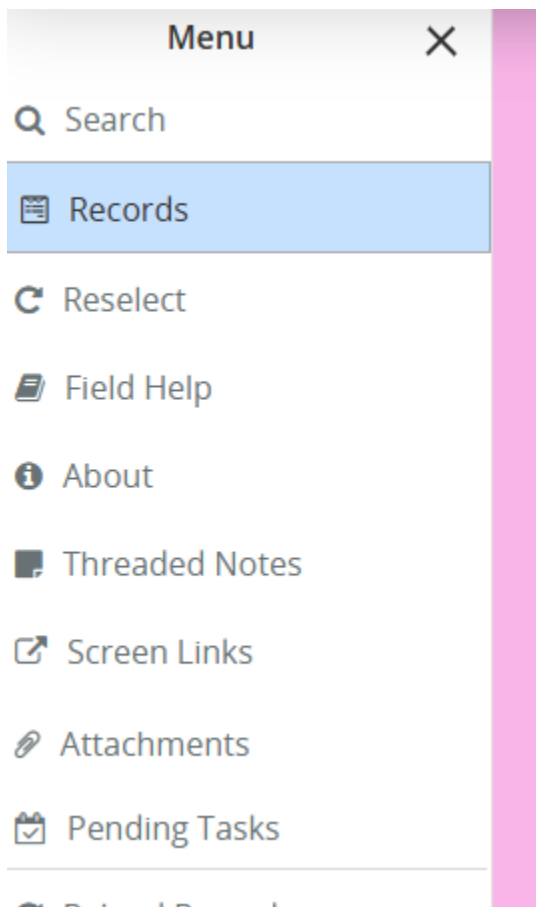
Hit Enter to accept request. After getting green accepted confirmation, you can enter line #2 if applicable.

Attach a quote

Click on double lines on the left side of your screen



Click on attachments. Choose external for a quote or internal for any other attachments you do not want to go to the vendor with the purchase order



Approve the request by going to pending tasks on the left side of your toolbar, or your dashboard.

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Go to Workflow Tasklist

No tasks

Refreshed at Monday, March 30, 2026 2:26:51

In Office 