Printing a Department Purchase Order Cover Sheet

Once requisitions are entered into MPathways, the system will begin batching them at the beginning of the next hour; e.g. if you approve a requisition at 1:54 pm, then the requisition will begin batching the newly approved requisitions at 2:00 pm. The batching process takes about twenty minutes.

1) Click on **Main Menu**

2) Click on **Purchasing**
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3) Click on Requisitions

4) Click on Reports
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5) Click on **Requisition/PO Status Report**

6) Type in your uniqname
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7) Click on your uniqname
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8) **PO ID:** Type in the PO number
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9) Click Run
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10) **Server Name:** PSUNX

11) **Type:** Window
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12) Format: PDF

The program will queue and then process the request until you find a PDF.
13) **Print** the purchase order for your records