Searching, Printing or Viewing a Purchase Order

Searching

1. To search for a purchase order, click the **Finance** pull-down menu and then click **Item Purchase Order**.

2. On the right side of the screen, click on the **SUNY Financial Toolbox** pull-down and select **PO Search**.
3. You can search for your purchase order by entering the **PO Number**, **Requisition Number**, **Vendor Name** or **SFS Vendor ID**.
4. Click **Search**.
5. Scroll down the page to **Search Results**.

6. On the **Search Results** screen, select the radio button under the **Select** column of the PO you are searching for.
7. Click **Select** to open the purchase order.

**Printing**
1. Follow steps 1 – 6 in **Searching for a Purchase Order**.
2. Click **Print**.