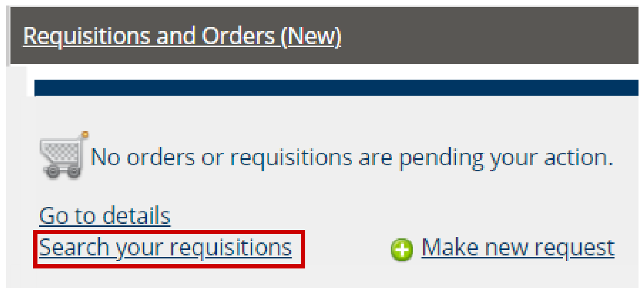
Accessing Purchase Orders

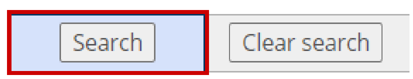
Log into JICS

Select the **Finances** tab on the red navigation ribbon

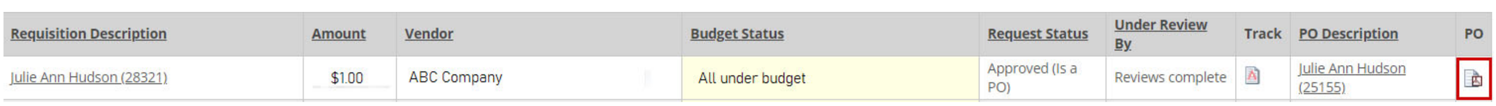
Select **Search Your Requisitions**



Select **Search**

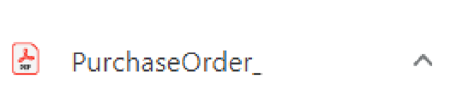


From the Requisition overview table, locate a Purchase Order to download from the table, then locate the PO column and select the paper icon



Requisition Description	Amount	Vendor	Budget Status	Request Status	Under Review By	Track	PO Description	PO
Julie Ann Hudson (28321)	$1.00	ABC Company	All under budget	Approved (Is a PO)	Reviews complete		Julie Ann Hudson (25155)	

A new file will appear at the bottom of the screen with a PDF version of the selected Purchase Order



Either download to save, print, or email the Purchase Order

For More Information:
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