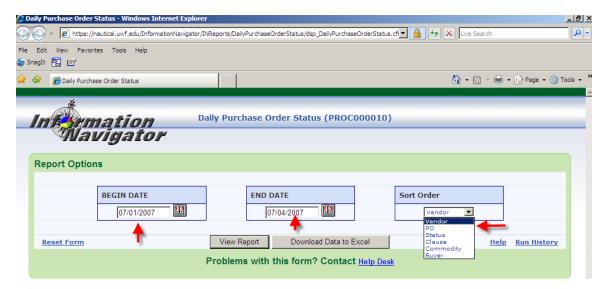
## INTERPRETING THE DAILY PO STATUS REPORT

This page last reviewed/updated: 01/18/2012

To view the Daily PO Status Report:

- Log into "My UWF"
- Click "Banner ERP System" Folder
- Scroll down and click on "Information Navigator
- Click "Show All" at top of page
- Change "Office of Record" to Procurement and Contracts.
- Click on PROC000010 Daily Purchase Order Status

You can sort this report by any of the six ways in the drop down menu, as well as a date range. See below.



The report below was sorted by PO Number.

The columns are fairly self-explanatory. The column entitled "Clause" is applicable information that is entered by the buyer in P&C. If you want to know what the clause number means, contact the buyer indicated under that column.

## University of West Florida

## Daily Purchase Order Status Report 06/01/2007 to 07/04/2007

PO	PO Date	Vendor	Buyer	PO Status	Comm Code	Clause	PO Amt
P0003960	06/04/07	Hon Co	Candace Perez	Approved	00042500	TY000008	\$719.27
P0003960	06/04/07	Hon Co	Candace Perez	Approved	OCO42500	TY000008	\$2,399.64
						PO Total:	\$3,118.91
P0003975	06/01/07	Dell Marketing LP	Judy Jasmyn	Closed	OCO20400	TY000009	\$1,171.37
						PO Total:	\$1,171.37
P0003976	06/01/07	General Meters Corp	Judy Jasmyn	Closed	OCO20400	TY000004	\$1.311.99
			,,			PO Total:	\$1,311.99
P0003977	06/01/07	Serover Chelonnda	Eric Engelmeyer	Approved	00091800	TY000004	\$1,500.00
	00/01/0/	octoyer encionina	Life Eligenie y ei	ripproved	00071000	PO Total:	\$1,500.00
P0003978	06/01/07	Virtual Media Communications	Judy Jasmyn	Approved	EXP20800	TY000004	\$3,984.96
P0003978	06/01/07	Virtual Media Communications	Judy Jasmyn	Approved	OCO20400	TY000004	\$5,407.04
	00/01/0/	virtual ivietaa Communications	addy admiyii	Approved	00020400	PO Total:	\$9,392.00
						10 Ittal.	95,552.00
P0003979	06/01/07	Droz Daniel	Eric Engelmeyer	Approved	00096100	TY000004	\$2,500.00
						PO Total:	\$2,500.00
P0003980	06/01/07	Rocky's Trailers Parts &	Eric Engelmeyer	Closed	OCO07000	TY000004	\$3,350.00
						PO Total:	\$3,350.00
P0003981	06/01/07	Dell Marketing LP	Eric Engelmeyer	Closed	OCO20400	TY000009	\$14,792.40
						PO Total:	\$14,792,40