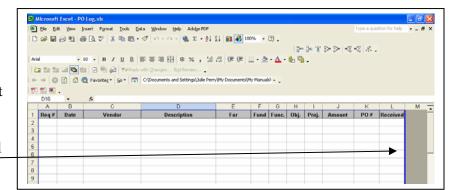
PURCHASE ORDER LOGS USING EXCEL

The following Purchase Order Log is an Excel worksheet. It can be modified as needed.

| Req# | Date | Vendor | Description | For | Fund | Func. | Obj. | Proj. | Amount | PO# | Received |
|------|------|--------|-------------|-----|------|-------|------|-------|--------|-----|----------|
| | | | | | | | | | | | |
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Set Up the Worksheet

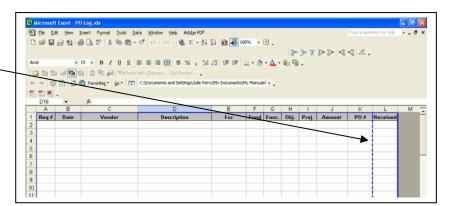
- Open the Purchase Order Excel spreadsheet.
- It is in Page Break View to make it easy to see exactly what will be printed.
- Anything within the *blue lines* will print.



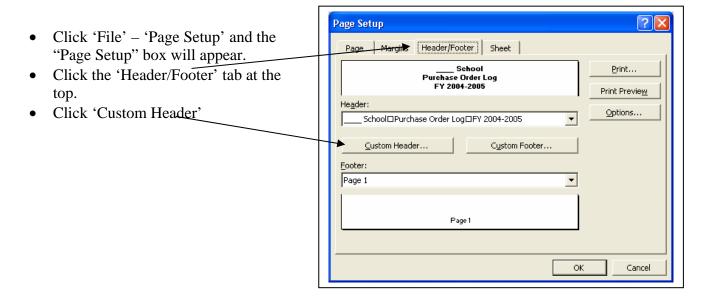
- If you see a *dashed blue line*, it is the edge of the page.
- Simply place your cursor over the dashed blue line until the cursor becomes an arrow with two ends.

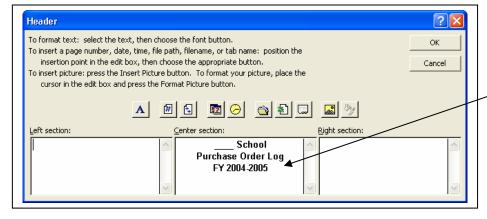


- Then left click and drag the line to the other side of the Received column so that the whole log will fit on one page.
- It will then look like the first picture one solid blue line.



Set Up the Header For Your School





- The "Header" box then appears.
- You will then be able to enter your school's information in the middle section.
- Click 'OK' when finished to close the "Header" box.
- Click 'OK' to close the "Page Setup" box.

Enter Information Into the Log

| Req# | Date | Vendor | Description | For | Fund | Func. | Obj. | Proj. | Amount | PO # | Received |
|------|----------|-------------------------|------------------------------|-----|------|-------|------|-------|-------------|----------|----------|
| 001 | 07/20/04 | Bank of America | See VISA Log | | | | | | \$ 2,348.29 | 50000001 | 07/24/04 |
| 002 | 07/22/04 | Nextel Partners | Cellular Phone Service | | 1010 | 7900 | 0375 | | \$ 599.88 | 50000002 | 07/27/04 |
| 003 | 07/22/04 | NoodleTools | Bibliography Service Renewal | | 1010 | 6200 | 0530 | | \$ 200.00 | 50000003 | 09/02/04 |
| 004 | 07/23/04 | Coastal Business Produc | Maint - Risos and Copiers | | 1010 | 5100 | 0350 | | \$ 5,100.00 | 50000004 | 07/28/04 |
| 005 | 07/29/04 | Florida School Book Dep | Science Chp Overview & FCAT | | 1010 | 5100 | 0510 | 3105 | \$ 770.43 | 50000005 | 08/10/04 |
| 006 | 08/09/04 | Sue Nicholson | Band Instruction - Gold Band | | 1010 | 5100 | 0310 | | \$ 2,700.00 | 50000006 | 09/30/04 |
| 007 | 08/10/04 | Florida School Book Dep | Literature Books (8th) x 10 | | 1010 | 5100 | 0520 | 3105 | \$ 540.00 | 50000007 | 08/20/04 |
| 800 | 08/10/04 | VIRCO | Tech Lab Chairs | | 1010 | 5100 | 0642 | | \$ 2,180.02 | 50000008 | 12/01/04 |
| 009 | 08/11/04 | Interstate Music Supply | Jupiter Tuba | | 1010 | 5100 | 0641 | | \$ 1,598.00 | 50000009 | 08/17/04 |
| 010 | 08/11/04 | Brasswinds and Woodwir | Baritone | | 1010 | 5100 | 0641 | | \$ 1,193.99 | 50000010 | 08/17/04 |
| 011 | 08/12/04 | Bank of America | See VISA Log | | | | | | \$10,102.36 | 50000011 | 08/24/04 |
| 012 | 08/18/04 | P & D Enterprises | Sprinkler Emergency Rep | | 1010 | 7900 | 0350 | | \$ 1,838.53 | 50000012 | 08/25/04 |
| 013 | 08/23/04 | Petty Cash | See Log | | | | | | \$ 441.21 | 50000013 | 08/27/04 |
| 014 | 08/25/04 | Florida School Book Dep | Math Skills Workbook x 10 | | 1010 | 5200 | 0510 | | \$ 79.80 | 50000014 | 08/26/04 |
| 015 | 08/26/04 | Dell Computers | External Drive | | 1010 | 7300 | 0644 | | \$ 81.79 | 50000015 | 09/10/04 |
| 016 | 09/07/04 | Dell Computers | Laser Printer (Thomas/Litch | | 1010 | 5100 | 0644 | 3150 | \$ 197.20 | 50000016 | 09/13/04 |
| 017 | 09/10/04 | Florida School Book Dep | Math Skills Workbook x 10 | | 1010 | 5100 | 0510 | 3105 | \$ 79.80 | 50000017 | 11/04/04 |
| 018 | 09/10/04 | Bank of America | See VISA Log | | | | | | \$ 9,120.72 | 50000018 | 09/07/04 |
| 019 | 09/29/04 | Florida School Book Dep | Math Texts (Alg & Course 3 | · | 1010 | 5100 | 0510 | 3105 | \$ 1,030.50 | 50000019 | 10/04/04 |

- You will be able to find information easily by filtering or sorting your data.
- See FILTERING AND SORTING LISTS WITH EXCEL.
- Notice the highlighted purchase order in the above example. The funding is not included because the details for the purchases may be found in the VISA Log.