

## Purchase Orders for Services

- Purchase Orders for Services will appear in the following query once saved in SERVICE ORDERED-

Material Requests & Purchase Orders

- 7 Work Management ~ Purchase Request ~ ZONE A ACTION NEEDED
- 0 Purchasing ~ Purchase Order ~ ZONE A BUDGET ADJ NEEDED
- 27 Purchasing ~ Purchase Order ~ ZONE A - PO APPROVED TO SCHEDULE CONTRACTOR**

- When the contractor finishes the job to satisfaction, open the query
- Find the correct Purchase Order and open it

	PO Code	Purchase Order #	Description
	90907	A208652	ZONE A - CONTRACTED SERVICES
ULE	<b>92977</b>	A211907	ZONE A - CONTRACTED SERVICES

- Look at the Line Item Type and set the appropriate status –

AIM Purchase Order

Status: SERVICE ORDERED

Type: STANDARD PO

Placed By: 95292

PO Code: 92977

Contractor: 121367532 ALPHA BUILDING CORPORATION

Created: Jan 02, 2019

Address Code: 000

Blanket Number: Needed Jan 02, 2019

Terms: Expected

Line	Type	Description	Vendor Part	Inventory Part	Order Quantity	UOM	Line Total	Status
1	NonStock	FABRICATE AND INSTALL 2 NEW WALL PANELS NEXT TO ELEVATORS	NULL		1.0000	EA	\$2,860.00	Open

- NonStock – Change Status to SERVICE COMPLETE
- Catalog – Change Status to SERVICE COMPLETE
- Service – Change Status to PENDING INVOICE