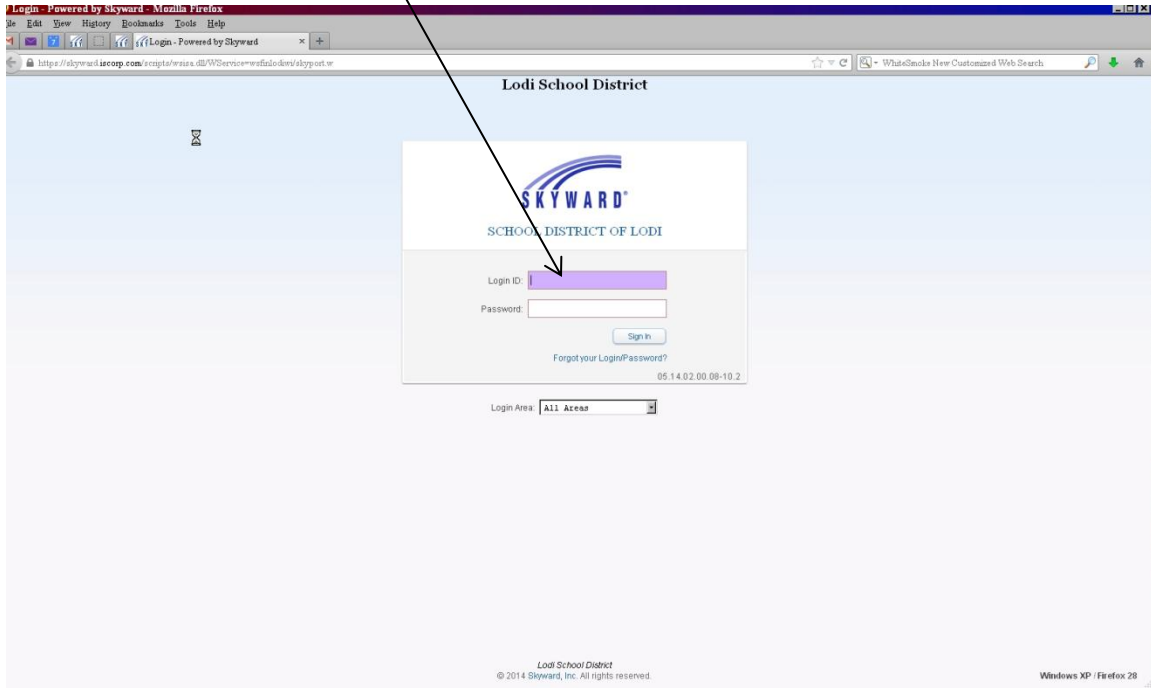
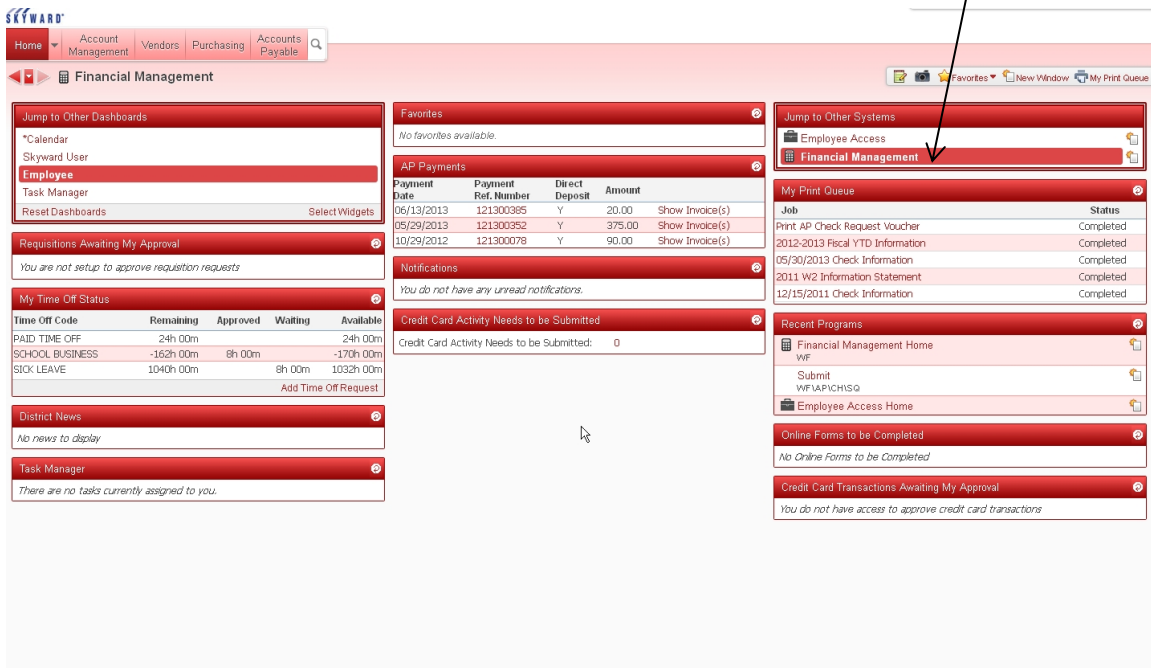


# How To Retrieve a Purchase Order Tutorial

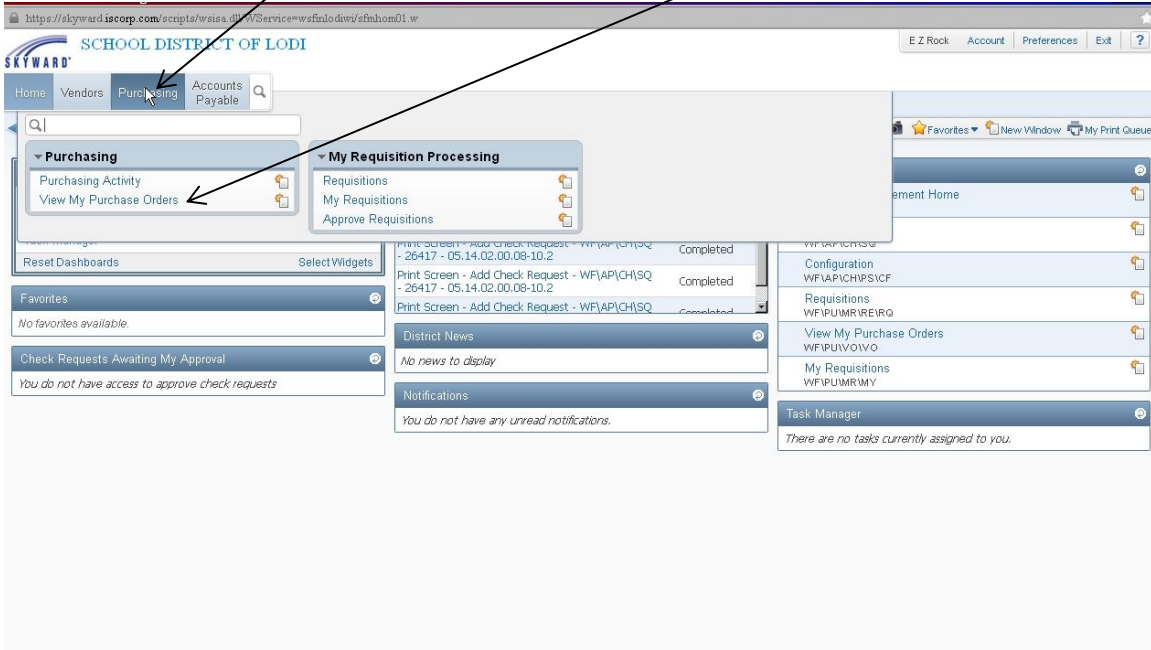
## 1. Login To Skyward



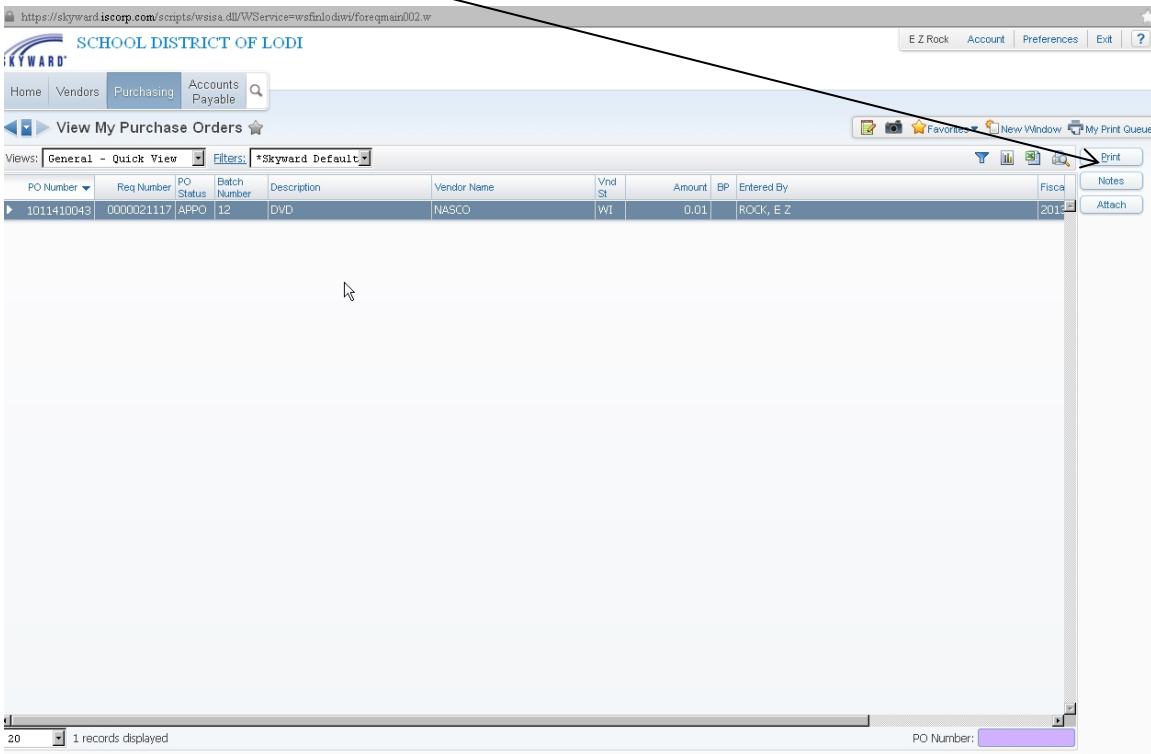
## 2. Under "Jump to Other Systems" Click On Financial Management



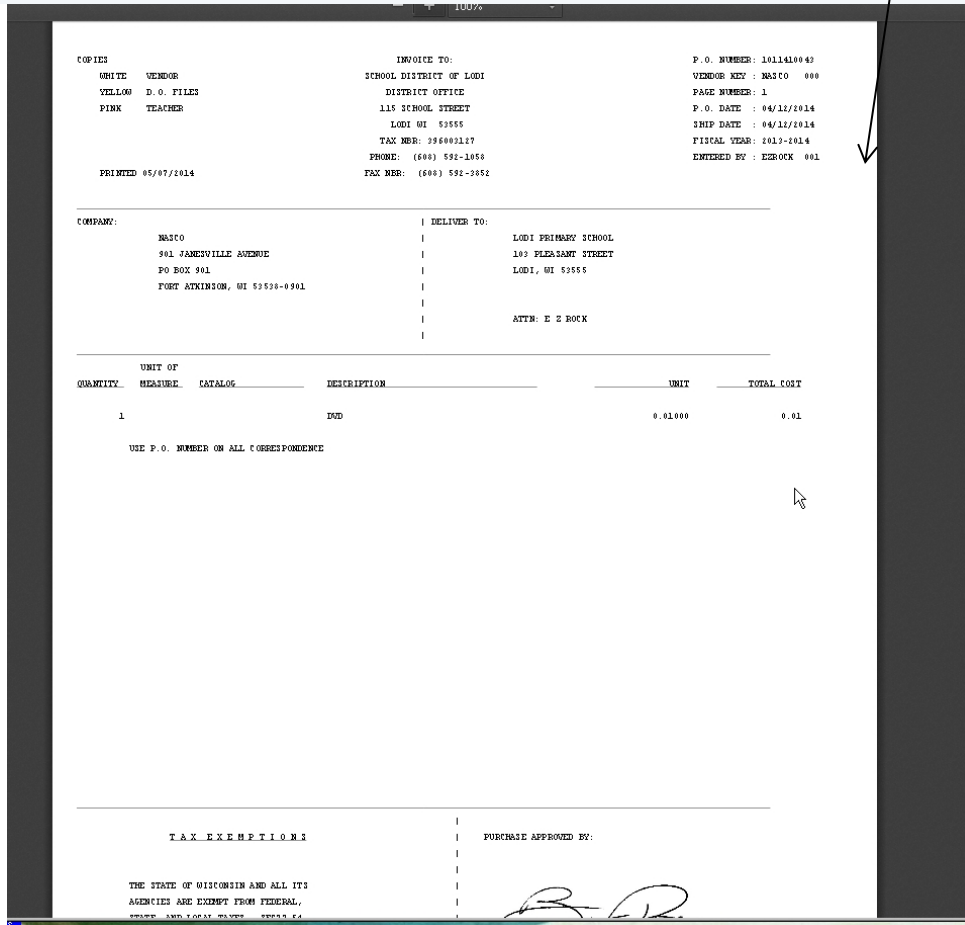
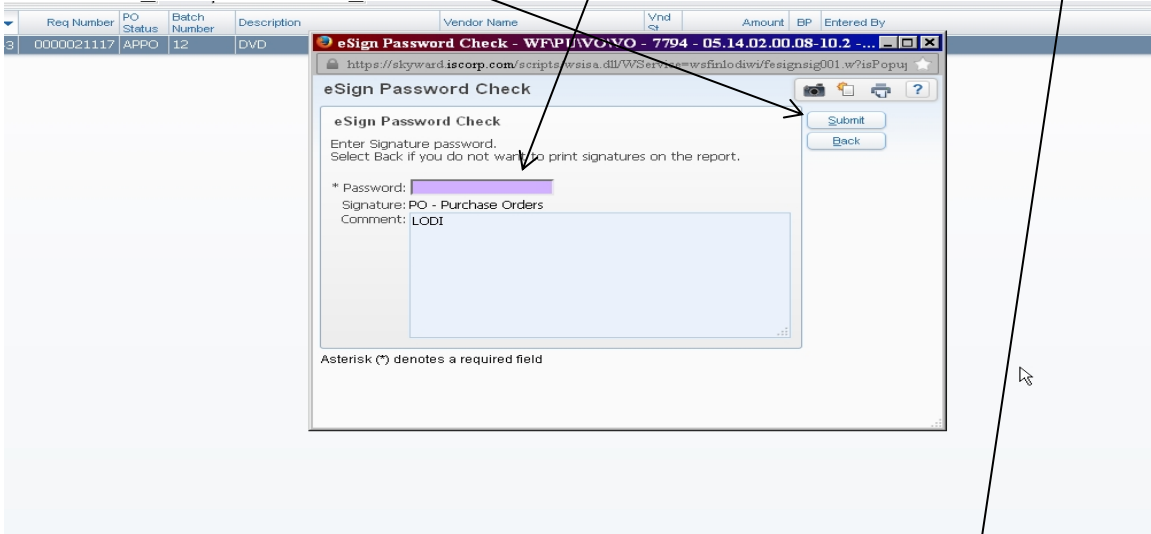
3. Click on “Purchasing” and the “View My Purchase Orders”



4. This will bring up your purchase orders. From here you can print the purchase order.



5. Now you have a Purchase Order that can be printed off and submitted to the vendor .
  - a. First Screen: Password is **LODI**
  - b. The click **“submit”** and Skyward will retrieve your Purchase Order.



**\*\*\*You can print this at your local copy machine and then fax, email, call in or mail the vendor you are working with.**