

# Approve a Purchase Order

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There are several status levels for a purchase order:

- **Approved** – the purchase order has been reviewed and approved by the appropriate people.
- **Posted** – the purchase order is ready to be ordered from the supplying company.
- **Received** – the purchase order has been processed and received, equipment that was requested is now in stock.

To place a purchase order into Approved status open the purchase order and click the 'Approved' checkbox. Permissions can be set to prevent unauthorized users from approving purchase orders. PO limits are set on a per operator basis that determine how much a given operator is allowed to order.

The screenshot shows a web interface for a purchase order. At the top, the title is "Purchase 204". To the right, there is a summary box with the following information: "Operator Max: 6,000.00", "Approved Amount: 4,000.00", "Vendor minimum: 0", and "Total 4,000.00". Below this, there are tabs for "Details", "Dates", "Equipment", "Delivery Address", and "Notes". The "Details" tab is active, showing various fields for the purchase order. On the right side, there is a "Status" section with a checkbox labeled "Approved" which is checked. A red arrow points to this checkbox. Below the "Approved" checkbox, it says "By RP" and "On: 2023-04-26 5:21 PM". There is also an "Invoiced" section with a dropdown menu set to "Not Invoiced". At the bottom right, there are two buttons: a green one with an upload icon and a red one with a delete icon.

Field	Value
Operator Max	6,000.00
Approved Amount	4,000.00
Vendor minimum	0
Total	4,000.00

Vendor: VMCC  
P.O. #: AB 204  
Region: 0 - EAST  
Location: 0 - Main  
Status:  Approved  
Invoiced: Not Invoiced