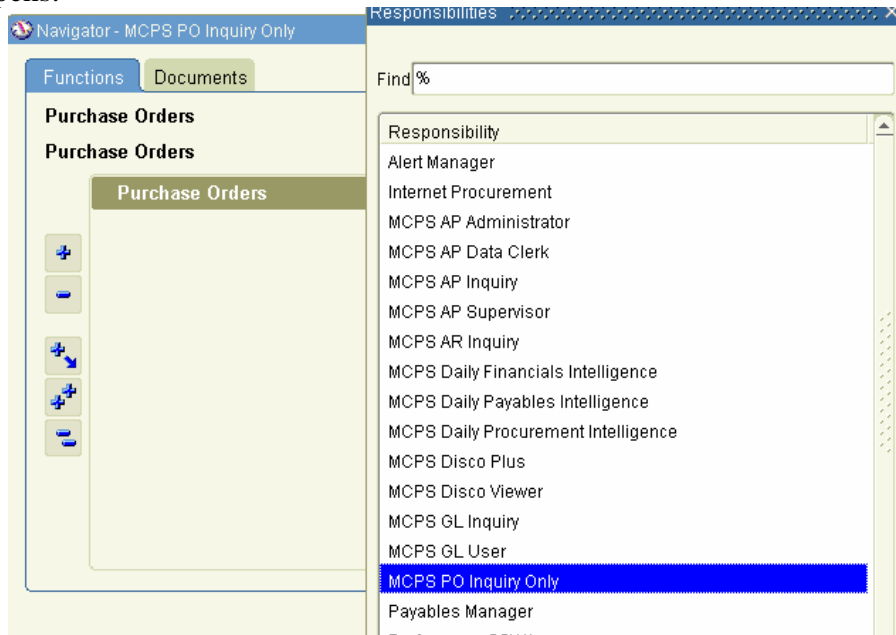


Inquiry Balance on Purchase Orders

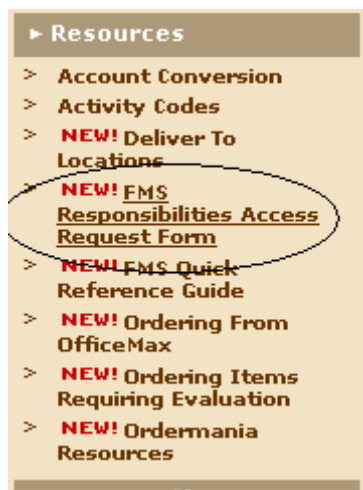
1. Log into FMS
2. Navigate to **MCPS PO Inquiry**> **Click OK**. The Find Purchase Orders form opens.



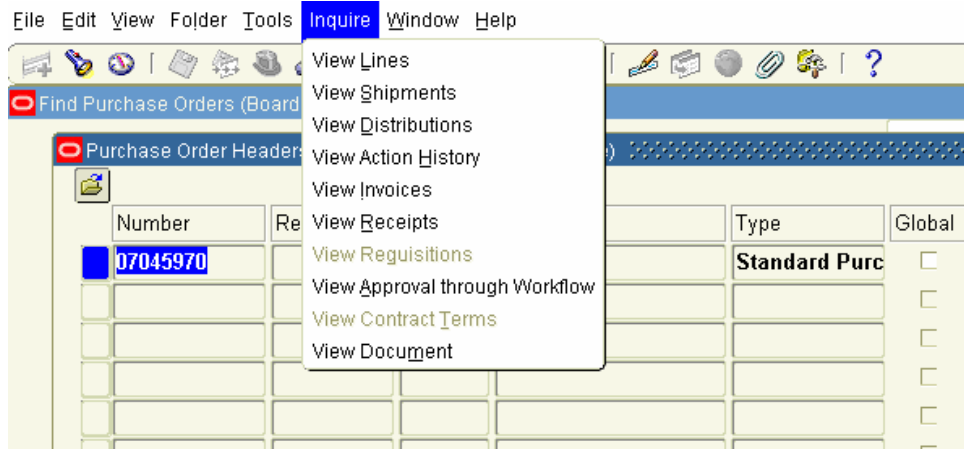
Note: If you do not have access to this responsibility then click the link below:

<http://www.mcps.k12.md.us/departments/fms/>

Write MCPS PO Inquiry Only on top of the form. Send approved form to appropriate office.



3. Enter PO# in the Number field and click Find



How to view open purchase orders by account:

Follow steps 1-2 above.

5. Click the Accounting tab on the bottom of the Find Purchase Orders form

