

Delete a Purchase Order

Last Modified on 04/09/2025 5:55 pm EDT

First highlight the purchase order, then click the delete option from the Admin menu.

The system will prompt you for confirmation. If confirmed the purchase order will be deleted.

Note that both normal purchase orders and cross rental purchase orders are contained within the Purchase Order grid. The system will prevent the operator from removing cross rentals from the purchase order area. To delete a cross rental the operator must delete the cross rental from the bookings area.

RentalPoint

Dashboard

Bookings

Shortages

Card file

Products

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Schedule

Crew Planner

Purchase Orders

Action Lists

Contacts

RentalPoint3 DB [12.1.2.0] Rev [7278]

Purchase Orders

Use advanced filters

Ordered date 2024-11-01 2026-08-01 Search for fields or PO # All Location

New Open Print Work View Admin

Show 25 entries

Code	Vendor	Ordered	P.O.	Approved	Posted	Received	Project	Archived
9899	Olive Oil sub	2025/05/29	263	No	Yes	No		No
VA2	add tech	2025/07/14	266	No	No	No		No
VA3	Allen Ent	2025/01/07	262	No	Yes	No	ANOT2025	No
VKK	Audrey Daly	2025/06/11	264	No	No	No		No
VKK	Audrey Daly	2025/03/26	260	No	Yes	No		No
VLU	Audrey Daly	2025/03/26	261	No	Yes	No		No

Showing 1 to 6 of 6 entries (filtered from 11 total entries) 1 row selected

Delete

Duplicate

Archive

Unlock