# Macro Welding Supply System – Appendix A

# Glossary

Employee Directory – scaled down version of the full employee database with only the name, work phone, and work email.

HR – Human Resources

PO – Purchase Order

PO request – Purchase Order Request – an electronic form that can be filled out and submitted by an employee requiring new equipment or materials. This document may have multiple lines or ‘it

PO items – Purchase Order Items – each individual line on a purchase order request form.