

# Itemized Purchase Order Worksheet

Purchase Order #

Date

Requested By

Supplier

Contact Info

Expected Delivery

Shipping Address

## Order Items

#	Description	Qty	Unit Price	Unit	Total
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<b>Subtotal</b>					<input type="text"/>
<b>Tax</b>					<input type="text"/>
<b>Total</b>					<input type="text"/>

Notes / Special Instructions

Prepared By

Approved By

Approval Date