

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subtotal					<input type="text"/>
Tax					<input type="text"/>
Total					<input type="text"/>

Notes / Special Instructions

Prepared By

Approved By

Approval Date