

Purchase Order

PO Number: _____
Date: _____

Procurement Team

Company Name: _____
Address: _____

Supplier

Name: _____
Contact: _____
Address: _____

Ship To

Name: _____
Address: _____

Order Details

#	Description	Quantity	Unit Price	Total
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
Subtotal				_____
Tax				_____
Total				_____

Terms & Conditions

Notes:

Authorized by

Date: _____

Supplier Acknowledgement

Date: _____