

# Purchase Order Request

PO Request No.

Date

Department

Requested By

## Supplier Details

Supplier Name

Supplier Contact

Supplier Address

## Requested Items

No.	Item Description	Quantity	Unit	Unit Price	Total Price	Remarks
1						
2						
3						

Required Delivery Date

Delivery Location

Purpose/Justification

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Requested By / Date

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Reviewed By / Date

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Approved By / Date

