

# Purchase Order

PO Number

Date

Vendor Name

Vendor Address

Ship To

Contact

No.	Description	Quantity	Unit Price	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"/>

**Subtotal**

**Tax**

**Total**

Notes / Instructions

Requested By

Approved By

Date

Purchase orders are subject to terms and conditions.

