

# Purchase Order Form

PO Number

Date

Vendor Name

Vendor Address

Buyer Name

Buyer Address

Order Items

Item 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"/>

Subtotal

Tax

Total Amount

Additional Notes

Authorized By

Date