

# Purchase Order

**Purchase Order No.**

PO-\_\_\_\_\_

**Date**

YYYY-MM-DD

## Supplier Information

**Supplier Name**

Supplier Name

**Contact Person**

Contact Name

**Phone**

Phone Number

**Supplier Address**

Supplier Address

## Office Information

**Office/Department**

Department Name

**Requested By**

Requestor Name

**Phone**

Phone Number

**Delivery Address**

Delivery Address

## Order Details

| NO.          | ITEM DESCRIPTION | QTY | UNIT | UNIT PRICE | SUBTOTAL |
|--------------|------------------|-----|------|------------|----------|
| 1            |                  |     |      |            |          |
| 2            |                  |     |      |            |          |
| 3            |                  |     |      |            |          |
| <b>TOTAL</b> |                  |     |      |            |          |

**Terms & Conditions**

E.g. Payment, delivery terms, etc.

**Authorized By**

Name

**Signature**

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**Date**

YYYY-MM-DD

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*This purchase order is subject to the terms and conditions outlined above.*