Purchase Order

Order goods or services from a supplier, with agreed prices.

PO number

PO date

Deliver by

VENDOR / SUPPLIER

SHIP TO

REQUESTED BY

DEPARTMENT

PAYMENT TERMS

SHIPPING METHOD

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL

SPECIAL INSTRUCTIONS

Subtotal

Tax

Shipping

Order total

AUTHORIZED BY (NAME)

SIGNATURE

DATE