

PURCHASE ORDER

ORDER INFORMATION

PO number	
Order date	
Vendor	
Requested by	
Ship to	
Terms	
Required date	

ITEMS

Item / Quantity / Unit / Price / Total	
Item / Quantity / Unit / Price / Total	
Item / Quantity / Unit / Price / Total	
Item / Quantity / Unit / Price / Total	
Item / Quantity / Unit / Price / Total	
Item / Quantity / Unit / Price / Total	
Item / Quantity / Unit / Price / Total	

TOTALS

Subtotal	
Tax	
Shipping	
Total	

APPROVAL

Approved by / Date	
Notes	