

Purchase Order

PO Number

Date

Requested Delivery Date

Buyer

Company Name *

Billing / Shipping Address

Vendor

Company Name *

Contact Name / Email

Items Ordered

Description

Qty

Unit Price

Amount

Total Order Amount *

Shipping Terms

Authorized Buyer — Signature

Authorized Buyer — Printed Name *

Date *

Vendor Acknowledgment — Signature

Vendor Acknowledgment — Printed Name *

Date *

Template provided for general reference only. Confirm this meets your organization's procurement approval and accounting requirements.