

# Purchase Order

| Order information |  |        |  |      |  |
|-------------------|--|--------|--|------|--|
| Requested by      |  | P.O. # |  | Date |  |

| Vendor       |  |
|--------------|--|
| Company name |  |
| Contact      |  |
| Email        |  |
| Fax #        |  |
| Phone #      |  |
| Address      |  |

| Ship to      |  |
|--------------|--|
| Company name |  |
| Contact      |  |
| Email        |  |
| Fax #        |  |
| Phone #      |  |
| Address      |  |

| Item # | Item or service description | Quantity | Price per unit | Amount |
|--------|-----------------------------|----------|----------------|--------|
|        |                             |          |                |        |

| Notes |
|-------|
|       |

|          |  |
|----------|--|
| Subtotal |  |
| Tax      |  |
| Shipping |  |
| Other    |  |
| Total    |  |

| Supervisor approval |           |      |
|---------------------|-----------|------|
| Name                | Signature | Date |
|                     |           |      |