

Form: Purchase Order

Description: A sample purchase order to buy goods

Purchase Order

Purchase Order No: _____					
Requisition No.: _____					
Vendor Code: _____					
Vendor Name: _____					
Vendor Address: _____					

Vendor Contact: _____			Vendor Phone: _____		
Order Description					
Product Item No.	Product Description	Quantity	Estimated Cost	Tax	Total
Payment Terms: _____ Total Estimated Cost _____					
Purchase Authorization By: _____					