

PURCHASE ORDER

PO Number: [PO-XXXX] | Date: [Date]

Vendor:

[Vendor Name]
[Address]
[Contact Email / Phone]

Ship To / Bill To:

[Your Company Name]
[Delivery Address]
Requested By: [Employee Name]

Item Description	Qty	Unit Price	Total
[Item 1 Description]	[Qty]	[Price]	[Total]
[Item 2 Description]	[Qty]	[Price]	[Total]
Subtotal:			[Amount]
Tax:			[Amount]
Total:			[Total]

Approval Workflow

Department Head Approval

Signature & Date

Finance / Procurement Approval

Signature & Date

Template generated on the document automation and risk assessment platform:
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