

# Electronic Expense Order (e-PO) Document

**e-PO Number:**

EP-2024-1765

**Date of Issue:**

2024-07-11

**Department:**

Finance & Administration

**Requested By:**

Jane Doe

**Vendor Name:**

Acme Supplies Ltd.

**Vendor Email:**

orders@acmesupplies.com

**Expense Details**

Description	Quantity	Unit Price	Total
Office Stationery Kit	25	\$18.00	\$450.00
Printer Toner (Black)	5	\$60.00	\$300.00
USB Drives (32GB)	10	\$12.00	\$120.00
Grand Total			\$870.00

**Approval**

John Smith

Finance Manager

**Status**

Approved

**Important Notes**

- Electronic Expense Orders must be approved prior to purchase.
- Ensure all details are accurate and vendor information is current.
- Keep this e-PO as a digital record for audit and compliance purposes.
- Unauthorized expenses not listed on the e-PO may not be reimbursed.