

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.