

# Expense Purchase Order

PO Number: 041-2024-0123  
Date: 2024-07-11

**Supplier**

XYZ Supplies Ltd.  
789 Business Road  
Newtown, NT 10101  
Email: orders@xyzsupplies.com  
Phone: (555) 987-6543

**Bill To**

ABC Corporation  
456 Main Avenue  
Metropolis, ML 20202  
Email: ap@abccorp.com  
Phone: (555) 123-4567

#	Description	Account	Qty	Unit Price	Total
1	Printer Toner Cartridge	Office Supplies	4	35.00	140.00
2	Copy Paper (Box)	Office Supplies	2	25.00	50.00
3	Courier Fees	Shipping/Delivery	1	20.00	20.00
4	Refreshments	Staff Welfare	1	15.00	15.00
Subtotal					225.00
Tax (10%)					22.50
Total					247.50

**Important Notes:**

- Ensure all purchase orders are approved by authorized personnel before submission.
- Double-check item quantities, prices, and account codes for accuracy.
- Always attach relevant supporting documents such as invoices and receipts.
- Keep a copy of the purchase order for both supplier and internal records.
- Follow up on delivery timelines and confirm receipt of items/services.