

Itemized Expense Purchase Order

Purchase Order No.: PO-2024-0167

Date: 2024-06-14

Requested by: Alex Morgan

Department: Operations

Supplier: Global Supplies Inc.

Itemized Expense Details

#	Description	Quantity	Unit Price	Amount
1	Printer Paper (A4, 80gsm, 500 sheets)	10	\$5.50	\$55.00
2	USB Flash Drive 32GB	5	\$12.00	\$60.00
3	Office Stapler	2	\$8.00	\$16.00

Subtotal	\$131.00
Tax (8%)	\$10.48
Total	\$141.48

Approvals

Requested by: _____

Approved by: _____

Date: _____

Important Notes

- Ensure all itemized expenses are accurately documented with supporting invoices or receipts.
- Obtain proper approval signatures before processing payment.
- Check supplier details and pricing for accuracy prior to submitting the purchase order.
- Retain a copy of this document for future audit and reference.