

Acme Corporation  
123 Main St, Cityville  
VAT: 123456789

Purchase Order

PO Number: PO-2024-0056  
Date: 2024-06-24  
Reference: INV-212

Supplier

Delta Suppliers Ltd.  
890 Supply Rd, Supplier City  
Email: contact@deltasuppliers.com

Bill To

Acme Corp, Finance Dept.  
123 Main St, Cityville

Ship To

Acme Corp, Warehouse  
456 Storage Ave, Cityville

#	Description	Expense Account	Qty	Unit Price	Amount
1	Office Chairs (Model X200)	6000 - Office Equipment	10	70.00	700.00
2	Wireless Keyboard Set	6100 - Computer Supplies	5	30.00	150.00
3	Printing Paper (A4, Box)	6200 - Office Supplies	4	25.00	100.00

Subtotal	950.00
Tax (10%)	95.00
Total	1,045.00

Important Notes:

- Ensure all item details, quantities, and pricing are accurate before approval.
- Purchase Orders serve as formal authorization for expenses and supplier commitment.
- Record all relevant expense accounts for proper accounting allocation.
- Retain signed PO in company records for future reference and audits.
- Contact Purchasing Department for any modifications or cancellations.