

Service Expense Purchase Order Form

PO Number

Date

Department

Requested By

Vendor Name

Vendor Contact

Service Details

Description of Service	Service Date(s)	Quantity	Unit Price	Tax %	Line Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subtotal

Tax Total

Grand Total

Additional Information / Notes

Requested By:

Date:

Department Head Approval:

Date:

Finance Approval:

Date:

- Ensure all service descriptions and costs are accurate and verified.
- Obtain all required departmental and financial approvals before finalizing the purchase order.
- This form is for service-related expenses; use a separate form for tangible goods purchases.
- Attach quotes or contracts from the vendor when submitting this form.
- Retain a copy of the approved form for your records.