

Expense Purchase Order

PO Number
EXP-2024-0530

Date
2024-06-05

Requested By
Jane Doe

Department
Marketing

Supplier
ABC Supplies Ltd.

Order Details

#	Description	Category	Qty	Unit Price	Total
1	Conference Banners	Printing	3	80.00	240.00
2	Name Badges	Stationery	50	2.00	100.00
3	Catering (Snacks & Beverages)	Food	1	150.00	150.00
Grand Total					490.00

Purpose/Remarks
Materials and catering for annual marketing conference, 20 June 2024.

Authorized By
[Signature & Name]

Date
[]

Important Notes

- This template is for simplified expense purchase orders for internal use.
- Always attach supporting invoices or quotations where applicable.
- All transactions should comply with the organization's procurement policies.
- Ensure required approvals are obtained before any purchase.
- Keep a copy for both requesting and accounting departments.