

# Capital Expense Purchase Order

PO Number: CAP-2024-00123  
Date: 2024-06-15  
Department: Facilities Management  
Requested By: Jane Smith  
Approved By: John Doe  
Vendor Name: ABC Equipment, Inc.  
Vendor Address: 123 Business Rd, Commerce City, CA 93543

## Order Details

#	Description	Quantity	Unit Price	Total
1	Industrial HVAC Unit	2	\$12,500.00	\$25,000.00
2	Installation Service	1	\$3,000.00	\$3,000.00
			Grand Total	\$28,000.00

Delivery Location: Main Facility, Central Plant  
Delivery Date: 2024-07-10  
Special Instructions: Installation to be completed during non-operating hours.  
Capital Account Code: CAP-5002-HVAC  
Attachments: Quote, Installation Plan, Approval Memo

## Important Notes

- Capital expense purchase orders require approval according to company policy before processing.
- All supporting documentation (quotes, justifications, and approval memos) must be attached to this PO.
- Ensure items purchased qualify as capital expenses and are coded appropriately.
- Review delivery dates and installation requirements to avoid operational disruptions.
- This document serves as an official record for asset tracking and audit purposes.