

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.