

Purchase Order Document

Supplier Details

Name: Acme Supplies Ltd.
Address: 123 Industrial Ave, Suite 100
Contact: supply@acme.com | +1 800 123 4567

Purchaser Details

Name: Blueberry Corp.
Address: 54 Ledger St, Floor 4
Contact: purchasing@blueberry.com | +1 800 234 5678

Purchase Order No: PO-2024-1387
Date: 2024-06-17
Ledger Reference No: LEDG-58XZ-2024
Expected Delivery: 2024-07-02

Order Details

| # | Description | Item Code | Quantity | Unit Price | Unit | Total | Ledger Entry |
|---|---------------------------------|-------------|----------|------------|------|--------------------------|-----------------|
| 1 | Laser Printer Cartridge | ACM-PR-112 | 20 | \$45.50 | pcs | \$910.00 | Office Supplies |
| 2 | High Speed Ethernet Cable (10m) | ACM-NW-2010 | 15 | \$9.90 | pcs | \$148.50 | IT Equipment |
| 3 | Executive Office Chair | ACM-CH-408 | 5 | \$129.00 | pcs | \$645.00 | Furniture |
| | | | | | | Total: \$1,703.50 | |

Payment Terms:

Net 30 days from invoice date

Delivery Location:

54 Ledger St, Receiving Dock B

Additional Notes:

- All items must be delivered with original invoice and packing list.
- Please quote the Purchase Order No. on all correspondence and invoices.

Authorized By:

Name & Signature

Approved By (Finance):

Name & Signature

Important Notes:

- This document is essential for accurate tracking of purchases in the company ledger.
- Ensure ledger entries correspond exactly to procurement items and amounts.
- Proper authorization is required to validate the purchase order for internal control.
- Match every received item with the order for verification and ledger posting.
- Retain copies for audit and compliance purposes.