

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.