

Digital Purchase Order

Order Number:	PO-2024-1273	Order Date:	2024-06-20
Vendor Name:	Acme Supplies Inc.	Vendor ID:	VS-3105
Requested By:	Jane Doe	Department:	Finance

Purchase Order Details

Item	Description	Qty	Unit Price	Total	Ledger Code
001	High-Speed Printer	2	\$300.00	\$600.00	4170-00
002	Toner Cartridges	10	\$18.50	\$185.00	4171-02
003	Printer Maintenance Service (Annual)	1	\$210.00	\$210.00	4185-10
Total					\$995.00

Approval & Remarks

Approved By:	Samuel Lee	Approval Date:	2024-06-21
Remarks:	Urgent installation required before quarter-end.		

Important Notes:

- This document serves as an official authorization to purchase and allocate expenses to ledger codes as indicated.
- All purchase details must be accurately recorded to comply with financial and audit requirements.
- Changes to this purchase order must be approved and documented.
- Digital signatures and electronic records are legally binding and subject to company policy.
- Retain this document for reconciliation and future auditing purposes.