

Purchase Order

PO Number: PO-2024-015
Date: 2024-06-12
Supplier: Acme Suppliers Ltd.
789 Market Lane
Cityville, Zip 54321
Phone: (123) 456-7890
Ordered By: Ledger & Co.
456 Commerce Blvd.
Account: 445-12
Email: ledger@example.com

Order Details

#	Description	Item Code	Quantity	Unit Price	Total
1	LED Office Lamp	LAMP-02	20	\$18.00	\$360.00
2	Notebook A4 Ruled	NOTE-A4-50	50	\$2.40	\$120.00
3	Ballpoint Pen (Blue)	PEN-BLU-100	100	\$0.50	\$50.00
Grand Total					\$530.00

Delivery Address:
102 Ledger Block,
2nd Avenue, Cityville, Zip 54321
Payment Terms:
Net 30 days
Authorized By:
(Signature) _____
Name: Jane Doe

Important Notes

- Always verify item codes and quantities before finalizing the purchase order.
- Ensure all supplier and delivery details are accurate for clear ledger recording.
- Attach supporting invoices and receipts for complete audit trails.
- Maintain signed copies of all purchase orders for future reference.