

Electronic Purchase Order

Asset Acquisition

Purchase Order No.

PO-2024-1012

Date

2024-06-26

Department

IT & Infrastructure

Supplier Name

TechSupply Solutions Ltd.

Supplier Contact

sales@techsupply.com

+1 234 567 8901

Delivery Address

789 Business Ave, Suite 201, Cityscape, USA

Asset Details

#	Asset Description	Quantity	Unit Price	Total
1	Lenovo ThinkPad L14 Gen 3 Laptop	8	\$980.00	\$7,840.00
2	Epson EB-X49 Projector	2	\$420.00	\$840.00
3	Dell 24" LED Monitor (P2422H)	8	\$199.00	\$1,592.00
			Subtotal	\$10,272.00
			Taxes (8%)	\$821.76
			Grand Total	\$11,093.76

Requested By

Jane Collins

Approved By

Samuel Rivers

Expected Delivery Date

2024-07-05

Payment Terms

Net 30 Days

Mode of Payment

Bank Transfer

Remarks

All assets must include original warranty documentation.

Important Notes

- This document serves as an official and binding request for asset procurement.
- Ensure all details (prices, specification, supplier contacts) are thoroughly checked before approval.
- PO numbers must be unique and sequential for internal tracking and auditing purposes.
- Changes to the purchase order require written approval from the authorized signatory.
- A copy of this document should be retained for compliance and future reference.