

Government Asset Procurement

Purchase Order

Purchase Order No:	GA-2024-00231	Date:	2024-06-30
Department:	Ministry of Public Works	Cost Center:	PW-045
Supplier Name:	ABC Supplies Inc.	Supplier Contact:	+1 234 567 8901
Delivery Address:	Central Storage Facility, 123 Procurement Blvd, Capital City		

Order Details

#	Item Description	Qty	Unit	Unit Price	Total Price
1	Laptop, 16GB RAM, 512GB SSD	10	pcs	\$900.00	\$9,000.00
2	Network Printer	3	pcs	\$700.00	\$2,100.00
3	Office Chair (Ergonomic)	15	pcs	\$150.00	\$2,250.00
					Subtotal \$13,350.00
					Tax (10%) \$1,335.00
					Total Amount \$14,685.00

Terms & Conditions

- Delivery required within 30 days from date of order.
- Payment to be made within 60 days after delivery and invoice receipt.
- All assets must conform to provided specifications and government quality standards.
- Supplier responsible for packaging and safe transport to delivery address.
- Any discrepancies or damaged items must be reported within 7 days of delivery.

Authorized By:

Name & Position
Supplier Representative:

Name & Position
Date:

Important Notes

- This document serves as an official authorization to procure specified assets on behalf of the government agency.
- Do not commence any supply or service without a valid and signed purchase order.
- Retain this document for audit and compliance purposes.
- Changes to this purchase order must be approved and documented.