

Company Name Ltd.

123 Business Road

City, Country 12345

Contact: info@company.com

+1 234 567 890

**Single-Use Asset Procurement
Purchase Order**

PO Number: PO-2024-0001

PO Date: 2024-07-02

Vendor: Vendor Name Co.

Contact: vendor@vendor.com | +1 321 654 987

Delivery Address: 456 Facility Ave, City, Country

Expected Delivery: 2024-07-15

Asset(s) Details

#	Description	Quantity	Unit Price	Total
1	High-Speed Industrial Drill (Model: X123)	1	\$2,500.00	\$2,500.00
2	Disposable Cleanroom Tool Kit	10	\$150.00	\$1,500.00

Subtotal: \$4,000.00

Tax (10%): \$400.00

Total Amount: \$4,400.00

Terms & Conditions

- All assets are for single-use purposes only and must be delivered new and unopened.
- Payment terms: Net 30 days from invoice date.
- Any defects or discrepancies must be reported within 5 business days of delivery.
- All prices are exclusive of applicable taxes unless otherwise stated.

Requested by:

Date:

Approved by:

Date:

Vendor Confirmation:

Date:

Important Notes

- This purchase order is designated only for the procurement of single-use or one-time-use assets and equipment.
- Items listed herein must not be transferred or repurposed for other uses.
- Verification of asset integrity and single-use compliance upon receipt is required.
- Retain this document for audit and compliance records.

