PURCHASE ORDER

Buyer-issued order to a vendor — an offer to purchase, not an invoice.

PO NUMBER

ORDER DATE

REQUESTED DELIVERY

SHIP TO / DELIVERY TERMS

FROM (BUYER)

TO (VENDOR / SUPPLIER)

DESCRIPTION	QTY	UNIT PRICE	AMOUNT

NOTES

Subtotal

Tax (if applicable)

PO TOTAL

The vendor should confirm acceptance in writing and quote this PO number on the invoice — that match is what AP teams check first.