

Monthly Purchase Order Report by Department

The **monthly purchase order report** by department provides a detailed summary of all purchase orders processed within each department for the month. This report helps track expenditure, monitor procurement trends, and ensure budget compliance across organizational units. It is essential for effective financial planning and operational transparency.

Department	PO Number	Date	Vendor	Description	Amount (USD)	Status
Finance	PO-002341	2024-06-03	OfficeSupplies Co.	Printer cartridges	540.00	Approved
IT	PO-002358	2024-06-08	TechWorld	Laptop replacements	5,800.00	Approved
Marketing	PO-002372	2024-06-12	PrintDesigners LLC	Brochure printing	1,250.00	Pending
Operations	PO-002389	2024-06-19	SuperEquip	Maintenance tools	740.50	Approved
HR	PO-002395	2024-06-22	OfficeSupplies Co.	Onboarding kits	380.00	Rejected
Total					8,710.50	