

# Purchase Order Report with Approval Status

The **purchase order report with approval status** provides a comprehensive overview of all purchase orders, including their current approval stages. This report helps businesses track the progress of orders and ensures timely decision-making. It enhances transparency and streamlines procurement processes effectively.

| PO Number     | Date       | Supplier               | Amount     | Requested By | Approval Status | Approver     | Remarks                 |
|---------------|------------|------------------------|------------|--------------|-----------------|--------------|-------------------------|
| PO-2024-00123 | 2024-06-05 | ABC Supplies Ltd.      | \$3,500.00 | Jane Smith   | Pending         | Mark Johnson | Awaiting manager review |
| PO-2024-00118 | 2024-06-03 | FastTech Corp.         | \$7,200.00 | Michael Lee  | Approved        | Lisa Brown   | Approved on 2024-06-04  |
| PO-2024-00110 | 2024-06-01 | Office Essentials Inc. | \$1,150.00 | Emily Watson | Rejected        | Sarah Connor | Amount exceeded budget  |
| PO-2024-00115 | 2024-06-02 | Global Industrial      | \$2,480.00 | Kevin Parker | Approved        | David Kim    | Approved on 2024-06-02  |