# Purchase Order Form Sample with Approval Workflow

Streamline your procurement process with this **purchase order form sample** featuring an integrated approval workflow. Ensure accuracy and compliance by facilitating seamless approvals from relevant stakeholders. Enhance efficiency and accountability in your purchasing operations with this user-friendly template.

## Purchase Order Details

**PO Number**

e.g. PO-2024-1007

**Date**

YYYY-MM-DD

**Requesting Department**

e.g. Marketing

**Vendor Name**

Supplier Name

**Delivery Address**

123 Main Street, City

## Order Items

| # | Description | Quantity | Unit Price | Total |
|---|-------------|----------|------------|-------|
| 1 | Example Item | 10 | 50 | 500.00 |
| 2 | | 0 | 0.00 | 0.00 |

**Grand Total:** 500.00

## Approval Workflow

**Step 1: Department Head Review**
Status: *Pending*

**Step 2: Finance Approval**
Status: *Pending*

**Step 3: Procurement Approval**
Status: *Pending*

Submit Purchase Order    Reset Form