

Purchase Order Record Form

This **purchase order record form** sample provides a comprehensive layout for documenting item descriptions, quantities, and prices. It ensures clarity and accuracy in tracking procurement details. Utilize this form to streamline your purchasing process efficiently.

Purchase Order Details

Purchase Order No.	PO-2024-001	Date	2024-06-20
Supplier Name	ABC Supplies Co.	Contact	supplier@email.com (555) 123-4567
Ship To	123 Main St., Suite 400, Cityville, State 10001		

Items Ordered

#	Item Description	Quantity	Unit Price	Total Price
1	Letter Size Copy Paper, 5000 sheets (10 reams)	5	\$32.00	\$160.00
2	Stapler, Heavy Duty	3	\$12.50	\$37.50
3	Laser Printer Cartridge, Black	2	\$65.00	\$130.00
			Subtotal	\$327.50
			Tax (8%)	\$26.20
			Total	\$353.70

Authorized By

Name		Signature		Date	
------	--	-----------	--	------	--

Notes / Special Instructions

Delivery required by end of month. Please confirm all items before shipping.