

Detailed Purchase Order Report

The **purchase order report** provides a comprehensive overview of all transactions to assist in thorough auditing. It includes detailed information such as order dates, supplier details, item quantities, and pricing. This report ensures transparency and accuracy for financial reviews and compliance checks.

Report Summary

Report Period: 2024-01-01 to 2024-06-30
Prepared By: Finance Department
Date Generated: 2024-07-04
Total Purchase Orders: 10
Total Amount: \$215,450.00

Purchase Order Details

PO Number	Order Date	Supplier	Item Description	Quantity	Unit Price	Total	Status
PO-2024-001	2024-01-08	ABC Supply Co.	Printer Paper A4 (Box)	50	\$30.00	\$1,500.00	Received
PO-2024-002	2024-01-21	Global Tech Solutions	Laptop Pro 15"	12	\$1,100.00	\$13,200.00	Received
PO-2024-003	2024-02-10	Stationery World	Desk Organizer Set	100	\$12.50	\$1,250.00	Received
PO-2024-004	2024-02-22	Office Furniture Inc.	Ergonomic Chairs	30	\$220.00	\$6,600.00	Partially Received
PO-2024-005	2024-03-03	CleanIt Services	Cleaning Supplies Assorted	80	\$20.00	\$1,600.00	Received
PO-2024-006	2024-03-18	Fast IT Ltd.	Network Cables (Cat6)	300	\$5.00	\$1,500.00	Received
PO-2024-007	2024-04-04	Modern Displays	27" 4K Monitors	25	\$350.00	\$8,750.00	Received
PO-2024-008	2024-04-27	ABC Supply Co.	Coffee Maker Deluxe	6	\$180.00	\$1,080.00	Pending
PO-2024-009	2024-05-12	Furniture Depot	Executive Desk	10	\$520.00	\$5,200.00	Received
PO-2024-010	2024-06-16	Global Tech Solutions	Desktop Computer Tower	30	\$2,350.00	\$70,500.00	Received

Compliance and Audit Notes

- All purchase orders are documented with supplier details, itemized descriptions, and approval status.
- Discrepancies or pending items are highlighted for further investigation.
- Prices verified against supplier contracts.
- All transactions are compliant with internal procurement policies.