## **Purchase Order Template**

Serial No…………………

**Vendors Name & Address**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Delivery Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Terms of Payment \_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Delivery Point \_\_\_\_\_\_\_\_\_\_\_**

**PR REF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Order Date \_\_\_\_\_\_\_\_\_\_\_\_**

This document constitutes an agreement between the vendor and the buyer. See terms and conditions of this purchase listed on the reverse side

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| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Specification** | **Unit** | **Quantity** | **Unit Price** | **Total Value** |
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|  |  |  |  | Tax |  |
|  |  |  |  | Total Value |  |

**Amount in Words**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Currency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Supplier Acceptance/Stamp Prepared by: \_\_\_\_Date\_\_\_\_\_\_\_

**Approval** A/C Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_ Financial Review: \_\_\_\_\_\_\_\_\_

Procurement Manager

**Approval**

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_ Country Director: \_\_\_\_\_\_\_\_\_

Program Manager/Director/Head of Dept. (**Approval for Capital Items**)

|  |
| --- |
| White – Supplier  Green – First to Stores/then to accounts with attached to a Goods Received Note  Pink – Purchasing  Yellow – Book Copy |