

GLOBALTECH CORPORATION

PURCHASE ORDER

PO NUMBER: GT-PO-93842

ORDER DATE: April 10, 2025

REQUISITION #: REQ-2025-0421

BUYER ID: B-Thompson-42

VENDOR	SHIP TO
EcoOffice Supplies	GlobalTech Corporation
789 Green Avenue	350 Technology Parkway
Portland, OR 97204	Austin, TX 78731
Account #: ECO-29873	Attn: Receiving Dept.
Phone: (503) 555-8976	Phone: (512) 555-6700
Email: sales@ecoofficesupplies.com	Delivery Entrance: East Side

ORDER DETAILS

ITEM CODE	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENDED PRICE
EOS-425	Recycled Copy Paper, 8.5x11, 20lb	75	Ream	\$4.95	\$371.25
EOS-872	Biodegradable Pens, Black	200	Each	\$0.89	\$178.00
EOS-901	Recycled File Folders, Letter Size	15	Box	\$12.75	\$191.25
EOS-368	Eco-Friendly Notebooks, College Rule	50	Each	\$3.49	\$174.50
EOS-729	Plant-Based Adhesive Tape	25	Roll	\$2.95	\$73.75
EOS-156	Sustainable Desk Organizers	20	Each	\$18.99	\$379.80
EOS-512	LED Desk Lamps, Energy Star	15	Each	\$45.99	\$689.85
EOS-647	Bamboo Monitor Stands	25	Each	\$29.99	\$749.75

PRICING SUMMARY

SUBTOTAL: \$2,808.15

DISCOUNT (5%): -\$140.41

SUBTOTAL AFTER DISCOUNT: \$2,667.74

TAX (8.25%): \$220.09

SHIPPING & HANDLING: \$125.00

TOTAL: \$3,012.83

TERMS AND CONDITIONS

PAYMENT TERMS: Net 45

EXPECTED DELIVERY: April 24, 2025

SHIPPING METHOD: Standard Ground

SPECIAL INSTRUCTIONS:

All items must be packaged using recyclable or biodegradable materials only. Please consolidate shipment to minimize packaging waste. Contact Facilities Manager Elena Rodriguez at (512) 555-6701 for delivery scheduling.

AUTHORIZATION

REQUESTED BY: David Chen

DEPARTMENT: Office Management

COST CENTER: CC-ADM-234

APPROVED BY: Samantha Taylor

APPROVAL DATE: April 9, 2025

APPROVAL CODE: AP-8754219

This purchase order is subject to the terms and conditions available at www.globaltechcorp.com/procurement/terms.

Purchase order inquiries should be directed to procurement@globaltechcorp.com.

GLOBALTECH CORPORATION • 350 TECHNOLOGY PARKWAY • AUSTIN, TX 78731 • (512) 555-6000