



# PURCHASE ORDER REQ

[Your Company Slogan]

Date: May 4, 2017  
PO # 12345

Employee Name  
Department

Supervisor Name  
PO Status

Item Name	Qty	Description	Justification	Price	Subtotal
				Subtotal	
				Sales Tax	
				Total	

1. Copy #1 to employee.
2. Copy #2 to supervisor.
3. Copy #3 to purchasing.

Authorized by

Date \_\_\_\_\_

[Your Company Name] [Street Address], [City, ST ZIP Code] Phone [phone] Fax [fax] [email]