

**LPO No. No\_PurchHeader**

**To Messrs:** BuyFrmVendNo\_PurchHeader

**TIN NO. CompanyGiroNo**

**Date: OrderDate\_PurchaseHeader**

Please supply the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **DETAILS** | **QTY** | **UNIT** | **COST** | **AMOUNT** |
| No\_PurchLine | Desc\_PurchLine | Qty\_PurchLine | UOM\_PurchLine | DirUnitCost\_PurchLine | LineTotal |
|  | VATPurchLine\_VATPct% | Qty\_PurchLine |  | TotalVATAmount | TotalVATAmount |
|  |  |  |  | **Total USHS** | **TotalAmount** |

**Amount in words AmountInWords**

REQUISITIONING OFFICER ................................................................... FINANCE MANAGER.........................................................

**THIS LPO IS VALID FOR THIRTY (30) DAYS ONLY.**