

PURCHASE ORDER

GLOBAL PROCUREMENT SYSTEMS INC.

1234 Business Avenue, Suite 500
New York, NY 10001
Phone: (555) 123-4567 | Email: procurement@gps.com

PO Number:	PO-2024-01045	PO Date:	2025-09-25
Vendor:	Acme Supplies Ltd	Vendor ID:	V-1001
Buyer:	Lorraine Ruiz	Department:	Finance
Delivery Date:	2025-10-08	Currency:	USD

Delivery Address:
7525 Simmons Knoll, South Anthonymouth, AR 31026

ORDER DETAILS

Item Code	Description	Qty	Unit Price	Total
OS-001	Ergonomic Office Chair	2	\$439.77	\$879.54
OS-002	Standing Desk Adjustable	15	\$499.06	\$7485.90

Subtotal:	\$8365.44
Tax:	\$669.24
TOTAL:	\$9034.68

This is a legally binding purchase order. Please confirm receipt and expected delivery date.