

# PURCHASE ORDER

**GLOBAL PROCUREMENT SYSTEMS INC.**

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

<b>PO Number:</b>	PO-2024-01047	<b>PO Date:</b>	2025-11-13
<b>Vendor:</b>	Atlas Equipment Corp	<b>Vendor ID:</b>	V-1010
<b>Buyer:</b>	John Wade	<b>Department:</b>	Manufacturing
<b>Delivery Date:</b>	2025-12-07	<b>Currency:</b>	USD

**Delivery Address:**  
4873 Small Trail Suite 866, Cooleyview, MI 13890

**ORDER DETAILS**

Item Code	Description	Qty	Unit Price	Total
OS-002	Standing Desk Adjustable	5	\$486.07	\$2430.35
OS-004	Whiteboard 6x4 ft	7	\$178.58	\$1250.06
IT-001	Dell Laptop XPS 15	10	\$1592.82	\$15928.20

<b>Subtotal:</b>	\$19608.61
<b>Tax:</b>	\$1960.86
<b>TOTAL:</b>	<b>\$21569.47</b>

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