

PURCHASE ORDER

ISSUED BY:  
Global Procurement Systems Inc.  
1234 Business Avenue  
New York, NY 10001  
Tel: (555) 123-4567

PO Number:	PO-2024-01010	Date:	2025-09-20
Vendor:	Acme Supplies Ltd	Vendor ID:	V-1001
Buyer:	Mrs. Katie Scott	Department:	Finance
Delivery Date:	2025-10-10	Currency:	USD

Delivery Address:  
308 Kara Stream Apt. 092, Robertsport, MS 67102

Item Code	Description	Qty	Unit Price	Total
IN-004	Industrial LED Lighting 100W	13	\$102.08	\$1327.04
IT-001	Dell Laptop XPS 15	5	\$1239.71	\$6198.55

Subtotal:	\$7525.59
Tax:	\$978.33
GRAND TOTAL:	\$8503.92

Terms & Conditions: This purchase order is subject to our standard terms and conditions. Please acknowledge receipt and confirm delivery schedule within 24 hours.