

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-2024-01009	PO Date:	2025-09-21
Vendor:	Premier Office Equipment	Vendor ID:	V-1003
Buyer:	Walter Smith	Department:	Operations
Delivery Date:	2025-10-11	Currency:	USD

Delivery Address:
49620 Pamela Junctions, South Jenniferbury, NJ 51532

ORDER DETAILS

Item Code	Description	Qty	Unit Price	Total
IT-003	Cisco Network Switch 24-Port	7	\$680.98	\$4766.86
OS-003	Printer Paper A4 (5 Reams)	15	\$34.60	\$519.00

Subtotal:	\$5285.86
Tax:	\$687.16
TOTAL:	\$5973.02

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