

# 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-2024-01031	<b>PO Date:</b>	2025-10-06
<b>Vendor:</b>	Global Tech Solutions	<b>Vendor ID:</b>	V-1002
<b>Buyer:</b>	Heather Lindsey	<b>Department:</b>	IT
<b>Delivery Date:</b>	2025-11-02	<b>Currency:</b>	USD

**Delivery Address:**  
7246 Pittman Pass Apt. 009, North Johnborough, NH 43130

ORDER DETAILS

Item Code	Description	Qty	Unit Price	Total
OS-003	Printer Paper A4 (5 Reams)	10	\$39.98	\$399.80

**Subtotal:** \$399.80

**Tax:** \$0.00

**TOTAL:** \$399.80

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