

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-2024-01031	PO Date:	2025-10-06
Vendor:	Global Tech Solutions	Vendor ID:	V-1002
Buyer:	Heather Lindsey	Department:	IT
Delivery Date:	2025-11-02	Currency:	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.