

# PURCHASE ORDER

**ISSUED BY:**

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

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

<b>Subtotal:</b>	\$7525.59
<b>Tax:</b>	\$978.33
<b>GRAND TOTAL:</b>	<b>\$8503.92</b>

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