

## **VENDOR**

Vendor party

ISSUE DATE

issue date issue time

DUE DATE due date

## PURCHASE ORDER

SHIP TO

requesting party

REQUISITIONER	originator document reference		
SHIP VIA:	contract document reference		
SHIPPING TERMS:	delivery terms		
P.O. NUMBER	id		
TOTAL DUE	accounting cost		

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL
	farm products			
			TAX	tax total
TOTAL				accounting cost

## **SPECIAL INSTRUCTIONS**

additional document reference