# Purchase Order 1

Purchase Order #: PO-1001

Date: 28 July 2025

Vendor: Acme Procurement

Bill To: Acme Corporation, Accounts Payable

Ship To: Acme Corporation, Receiving Department

Item: Laptops (Dell Latitude 5540)

Quantity: 10

Unit Price: $1,400

Total Amount: $14,000

Notes: Priority delivery requested.

# Purchase Order 2

Purchase Order #: PO-1002

Date: 28 July 2025

Vendor: Acme Procurement

Bill To: Acme Corporation, Accounts Payable

Ship To: Acme Corporation, Receiving Department

Item: Office Chairs (ErgoPro Series)

Quantity: 20

Unit Price: $350

Total Amount: $7,000

Notes: Ergonomic feature preferred.

# Purchase Order 3

Purchase Order #: PO-1003

Date: 28 July 2025

Vendor: Acme Procurement

Bill To: Acme Corporation, Accounts Payable

Ship To: Acme Corporation, Printing Services

Item: HP LaserJet Printers

Quantity: 5

Unit Price: $560

Total Amount: $2,800

Notes: Black-and-white models.

# Purchase Order 4

Purchase Order #: PO-1004

Date: 28 July 2025

Vendor: Acme Procurement

Bill To: Acme Corporation, Accounts Payable

Ship To: Acme Corporation, IT Department

Item: LED Monitors (BenQ 24”)

Quantity: 15

Unit Price: $252

Total Amount: $3,780

Notes: HDMI input required.

# Purchase Order 5

Purchase Order #: PO-1005

Date: 28 July 2025

Vendor: Acme Procurement

Bill To: Acme Corporation, IT Licensing

Ship To: Acme Corporation, IT Department

Item: Microsoft Office 365 Licenses

Quantity: 30

Unit Price: $140

Total Amount: $4,200

Notes: Licenses valid for 1 year.

# Purchase Order 6

Purchase Order #: PO-1006

Date: 28 July 2025

Vendor: Acme Procurement

Bill To: Acme Corporation, Accounts Payable

Ship To: Acme Corporation, Network Admin

Item: Cisco Routers

Quantity: 3

Unit Price: $1,120

Total Amount: $3,360

Notes: Gigabit ports preferred.

# Purchase Order 7

Purchase Order #: PO-1007

Date: 28 July 2025

Vendor: Acme Procurement

Bill To: Acme Corporation, Accounts Payable

Ship To: Acme Corporation, Facilities

Item: Brother Label Printers

Quantity: 8

Unit Price: $182

Total Amount: $1,456

Notes: Tape refills included.

# Purchase Order 8

Purchase Order #: PO-1008

Date: 28 July 2025

Vendor: Acme Procurement

Bill To: Acme Corporation, Accounts Payable

Ship To: Acme Corporation, AV Room

Item: Epson Projectors

Quantity: 4

Unit Price: $840

Total Amount: $3,360

Notes: Wall mounts included.

# Purchase Order 9

Purchase Order #: PO-1009

Date: 28 July 2025

Vendor: Acme Procurement

Bill To: Acme Corporation, Accounts Payable

Ship To: Acme Corporation, IT Helpdesk

Item: Logitech Wireless Mice

Quantity: 25

Unit Price: $35

Total Amount: $875

Notes: Batteries included.

# Purchase Order 10

Purchase Order #: PO-1010

Date: 28 July 2025

Vendor: Acme Procurement

Bill To: Acme Corporation, Accounts Payable

Ship To: Acme Corporation, Office Planning

Item: Steelcase Office Desks

Quantity: 12

Unit Price: $700

Total Amount: $8,400

Notes: Assembly required.