

# Spot Purchase Order

For Urgent Supplies

PO Number: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Supplier Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

## Buyer Information

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

## Order Details

#	Description	Quantity	Unit	Unit Price	Total
1	_____	____	_____	_____	_____
2	_____	____	_____	_____	_____

Subtotal \_\_\_\_\_

Tax \_\_\_\_\_

Total Amount \_\_\_\_\_

## Delivery & Terms

Delivery Address: \_\_\_\_\_

Expected Delivery Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Payment Terms: \_\_\_\_\_

Other Notes: \_\_\_\_\_

Authorized by

\_\_\_\_\_  
Name & Signature

Supplier Confirmation

\_\_\_\_\_  
Name & Signature