

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