

Open Purchase Order

PO Number:

Date:

Status:

Supplier Name:

Supplier Contact:

Expected Delivery:

Shipping Address:

Billing Address:

#	Item Code	Description	Unit	Qty Ordered	Qty Received	Qty Open	Unit Price	Line Total
Total:								

Remarks / Notes:

Terms & Conditions:

Prepared By

Checked By

Approved By

Date Printed: _____