PURCHASE ORDER

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Purchase Information

DATE

P.0. NUMBER

EVENT/MEETING DATE

DUE DATE/PAY DATE

TERMS

ORDERED BY:

CREDIT CARD/CHECK

APPROVAL

Vendor Information

VENDOR NAME

NAME OF CONTACT

ADDRESS

CITY · STATE · ZIP

CALCULATION FORMULA: QTY x ITEM COST + TAX + SERVICE CHARGE = AMOUNT

Item/Description	Qty	Item Cost	Tax	Service Charge	Amount

Total

NOTES