

## PURCHASE ORDER (PO)



Reference No: PO	
Issue Date:	

REQUESTED BY	SUPPLIER
<p><i>Name:</i></p> <p><i>Address:</i></p> <p><i>Contact name:</i></p> <p><i>Phone no:</i></p> <p><i>E-mail:</i></p>	<p><i>Company name:</i></p> <p><i>Address:</i></p> <p><i>Contact name:</i></p> <p><i>Phone no:</i></p> <p><i>E-mail:</i></p>

Line no.	Item code	Item Description	Quantity	Unit of measure	Unit price (NGN)	Total price (NGN)	Remarks
1							
2							
3							
4							
<b>Sub Total(Tax Inclusive)</b>						<b>0.00</b>	
<b>5% WHT :</b>						<b>-</b>	
<b>Total (Tax Exclusive) :</b>						<b>0.00</b>	

VALIDATION BY PURCHASE AUTHORITY	SUPPLIER'S ACKNOWLEDGEMENT
<i>Name:</i> LYDIA ADAMS	<i>Name:</i>
<i>Position:</i>	<i>Position:</i>
<i>Date:</i>	<i>Date:</i>
<i>Signature &amp; Stamp</i>	<i>Signature &amp; Stamp</i>