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PURCHASE ORDER

With receiving record

PO NUMBER	DATE	REQUIRED BY	VENDOR	SHIP TO

Part no.	Description	Ordered	Unit price	Amount	Received	Date rec'd	OK	Notes / damage
							❑	
							❑	
							❑	
							❑	
							❑	
							❑	
							❑	
							❑	
							❑	
							❑	

Subtotal	
Shipping	
Tax	
PO total	

Authorized by

Received by (dock)

Checked by (accounts)